





Significant changes made to General Regulations 2022-2023

Last revised May 2022

1. At section 7, title updated from “Rules for taking written examination” to “Rules for taking assessments in examination halls”.
2. At 7.4, in the context of materials not permitted in exam hall, updated to take account of wider range of devices and modification to devices.
3. At 7.5, updated to take account of materials and aids that may be permitted in the examination hall.
4. Regulation 8.11 added relating to the assessment offence of falsification.
- 5.

About the University of London General Regulations 2022-2023

1. These General Regulations are subject to the [Statutes, Ordinances and Regulations](#) of the University.
2. Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.
3. General Regulations should be read in conjunction with your Programme Regulations, which are published on the [website](#).
4. The General Regulations and Programme Regulations are revised annually. You are bound by the regulations of the current Academic Year and not the Academic Year in which you initially registered.
5. Where any words are capitalised throughout these General Regulations, they shall have the meanings set out below.

Academic Year

for the purposes of this document, this means the period for which your Programme runs. An Academic Year may



1 Registration

Effective date of registration

1.1

We will give you an effective date of registration that will determine the date that you may first enter for assessments and the time from which your period of registration will be counted.

1.2

Where a registration deadline is indicated for your Programme, you must complete your initial registration by the date specified. If you fail to do this, you may incur financial penalties or be required to defer your registration to the next point of entry. Registration deadlines for all programmes are published on the [student portal](#).

Period of registration

1.3

The maximum and minimum period of registration for your Programme is outlined in the Programme Specification.

1.4

Where Programme Regulations allow you to interrupt or suspend your studies it is your responsibility to complete your studies within the maximum permitted period of registration.

1.5

We may allow you to extend your period of registration if you have not completed your Programme within the maximum period of registration. If we allow this

we will review the currency of the modules/courses that you have completed and decide whether the credit can contribute to your qualification;

you will be responsible for any additional fees that become payable.

1.6

You are responsible for making sure that your choice of modules/courses is in line with current regulations. You can only select from available modules/courses. Not all modules/courses are offered every Academic Year or every Study Session.

1.7

Where there is good reason to believe the quality of the learning experience may be compromised, we may withdraw an elective (or option) module/course at short notice. Where this occurs we will continue, whenever possible, to offer a range of modules/courses from which to choose; in all cases the number of modules/courses offered will not be fewer than the maximum required to progress.

1.8

If it is a condition of the Programme that you attend a recognised teaching centre, we will not assess you or consider you for an award if you have not satisfied that condition.

- b) the range, quality and currency of the previous study and/or of a previous qualification, and its coherence with the studies to be undertaken, is confirmed as appropriate;
- c) your prior learning was completed within the past five years, unless Programme Regulations indicate otherwise;
- d) you apply in line with our written procedures and provide the necessary evidence;
- e) you have not already entered for the assessment in the module/course concerned;
- f) the period of registration and study with us shall be at least one third of the minimum period of study prescribed for the qualification concerned;
- g) at least one third of the total volume of credit is successfully completed with us;
- h) in all cases you undertake assessment at the final stage of the qualification, or final assessment element.

3.6

Where prior learning is recognised, the decision to award credit (known as *Accreditation of prior learning* (APL)) shall be made by an academic appointed by the Programme Director. Fees may be payable.

3.7

Where learning has taken place at a member institution of the University of London, or at one of its central academic bodies, the mark you received previously for the module/course may be carried forward to your record and may contribute towards the classification of your qualification, in accordance with the scheme of award.

3.8

Prior learning will only be recognised against a whole, named module/course and not part of a module/course.

3.9

If you withdraw from your Programme before completing it, prior learning that we have recognised may count towards an exit qualification provided that:

- a) you have completed with us a minimum of one third of the credits required for the qualification

3.11

Your transcript will indicate the credit value for any module/course where prior learning has been recognised. The mark awarded for the prior learning will not be recorded on your transcript and will not contribute towards classification of your qualification.

3.12

You may not register for a module/course which we have recognised and accredited as prior learning unless you withdraw your request for recognition of prior learning.

3.13

If you fail the assessment for a module/course, you may not apply for recognition of prior learning for that failed module/course at a later date.

3.14

We will not grant any credit for the successful completion of a non-credit bearing individual module/course unless expressly permitted for a specific non-credit bearing course/module by a programme.

4

5.4

An assessment task is governed by the regulations in force at the time that you take the assessment.

5.5

Where you are required to make an assessment entry in order to

- a) sit for a written examination, you must do so in accordance with the assessment entry deadlines. Dates will

Number of attempts permitted

See your Programme Regulations for more detailed information about assessment

5.14

If you have not yet met the conditions for the award of a qualification, you can resit a failed assessment up to the permitted maximum number of attempts, as long as your registration has not expired.

5.15

As soon as you enter the examination hall for a written examination, or access a timed online assessment, this counts as an assessment attempt.

5.16

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

5.17

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 would count as an attempt, unless Programme Regulations indicate otherwise.

5.18

No refunds are provided for examinations or assessment tasks that are not attempted.

5.19

You will not be allowed to resubmit assessment tasks or resit written examinations for modules/courses that you have already passed or for which credit has been awarded, unless Programme Regulations indicate otherwise.

5.20

The result you get for your most recent attempt at an assessment task will replace any mark or grade you were previously awarded for that task, unless Programme Regulations indicate otherwise. All your confirmed marks will appear on your transcript.

5.21

If you fail the overall assessment of any compulsory or required core module/course at the final attempt, your registration for that Programme will end unless the Board of Examiners, or Programme Regulations, allow otherwise.

6 Taking an assessment

6.1

To enter for an assessment in any given Academic Year or Study Session, you must have:

- a) registered for the relevant Programme and module/course;
- b) `kepBT/F1 11.04 t595.32 84-3(ses)]TJ0iu.92 reW*nBT/F1 11.04 Tf1 0 0 1 393.19 132.86 Tm0 g0 GÆ`

- d) paid all relevant Programme Fees, as required, both to us and to your examination centre.

7 Rules for taking assessments in examination halls

7.1

Failure to comply with the following, either intentionally or unintentionally, will be deemed an assessment offence and will be dealt with as set out in 10.1 below.

7.2

Assessments must be taken under the conditions prescribed by us. This includes, but is not limited to, being taken under the conditions described below, on the date specified by us and within the given time limits.

7.3

You must:

- a) submit work which is entirely your own, expressed in your own words and include your own ideas and judgements.
- b) keep to the instructions in the Admission Notice, Notice to Candidates, Rules for Examinations and, where it applies, the Permitted Materials List;
- c) keep to any reasonable instructions or requirements given by examination centre staff;
- d) keep to any revised arrangements that we may agree with examination centre staff;
- e) ensure that your Admission Notice and identification documents are kept safe and

- e) take stationery or other materials from the venue in which the examination is held. This includes, but is not limited to, question papers and supplementary answer books.
- f) submit work which has been written by someone else at your request, either in full or part. **This is contract cheating.** This remains the case whether you have made payment for this service or not.

Materials and aids allowed in the examination hall

7.5

Unless you are told otherwise, the only materials you must enter the examination hall with are your Admission Notice, Photo ID and pens. You will be informed in advance by us if any further materials (for example, laptop or notebook computers, statute books or calculators) are permitted or required.

Calculators

7.6

The use of calculators during the examination is strictly controlled. Where use of a calculator is allowed, the detailed specification is given on the Permitted Materials List.

7.7

We will not provide calculators.

8.3

If you summarise any person's ideas or judgements, you must credit that person in the text and give full details of the work you have summarised in a proper form.

Plagiarism

8.4

Plagiarism is the intentional or unintentional use of somebody else's work, when it is not properly referenced, as described above, and is therefore presented as your own.

8.5

Submitting work which has been written by someone else at your request, either in full or part, is contract cheating. This remains the case whether you have made payment for this service or not. Contract cheating is a form of plagiarism.

8.6

Plagiarism is an assessment offence and will be dealt with as set out in 10.1 below.

Self-plagiarism

8.7

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.

8.8

Submitting the same piece of work twice is 'self-plagiarism', which is an assessment offence and will be dealt with as set out in 10.1 below.

Collusion

8.9

Unless permitted by the Programme Regulations, you must not submit work which has been written jointly by two or more people.

8.10

Where two, or more, people submit identical or substantially similar pieces of work, this will be treated as an assessment offence and will be dealt with as set out in 10.1. You are responsible for protecting your own work and for preventing other students from copying from you.

Falsification

8.11

Presenting research data as being the result of your own work, but which is not your own or has been invented, altered or falsified, is an assessment offence and will be dealt with as set out in 10.1 below.

9 Rules for taking online timed assessments.

9.1

Online timed assessments must be taken on the date(s) specified by us, within the time limits and under the conditions given in your Admission Notice, Notice to Candidates, Rules for Online Timed Assessment and, where applicable, Permitted Materials List. These documents will be provided to you in advance of the assessment.

9.2

You must also follow the detailed instructions provided at the time of each assessment.

9.3

All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. By submitting work for assessment you confirm that the work is entirely your own, that you have acknowledged the work of other people within your submission, in line with our requirements, and that you understand what is meant by plagiarism, self-plagiarism, collusion and contract cheating.

9.4

You should only access or make use of materials which are permitted for your assessment.

9.5

An assessment will be considered live from the time it is released until all students taking that assessment, in that session, across all times zones, have completed the assessment.

9.6

During the time an assessment is live you must not exchange information, or engage in any discussion, about the assessment in such a way that yourself or another student taking, or yet to take, the paper may be advantaged. This includes, but is not limited to, online discussions, verbal exchanges, video conferencing, screen-sharing, copying or allowing your work to be copied.

9.7

You must not seek out or receive assistance from others during the time an online timed assessment is live. This includes, but is not limited to, using websites that offer assistance services, tutors, friends, or family.

Referencing

9.8

Unless otherwisefamily

Plagiarism

9.10

Plagiarism is the intentional or unintentional use of somebody else's work, when it is not properly referenced, as described above, and is therefore presented as your own.

9.11

Submitting work which has been written by someone else at your request, either in full or part, is contract cheating. This remains the case whether you have made payment for this service or not. Contract cheating is a form of plagiarism.

9.12

Plagiarism is an assessment offence and will be dealt with as set out in 10.1 below.

Self-plagiarism

9.13

14.6

Upon request, and payment of the relevant fee, we will provide a transcript of your results. Details of how to request this are on the [website](#).

