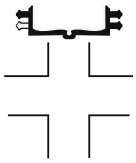

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Important information regarding the General Regulations

These General Regulations 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 member institutions of the federal University of London are governed by separate sets of regulations. See the individual websites for further information.

Significant changes made to General Regulations 2023-2024

Assessment Offence Procedures	means our procedures for considering allegations of assessment offenses
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.

Confirmation of continuing study

1.16

When asked, you must complete the continuing registration process and pay any

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;

Number of attempts permitted

5.13

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.

5.14

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

5.15

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.

5.16

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 take an assessment in any given Academic Year or Study Session, you must have:

a) registered for the relevant Programme and module/course;

b) kept to our regulations and assessment entry instructions and deadlines;

c) paid all relevant Programme Fees, as required, both to us and, where applicable, to your Examination Centre.

6.2

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

a) sit for a time-limited assessment, you must do so in accordance with the assessment entry deadlines. Dates will vary for each Programme and will be published **on the student portal.**

b) submit coursework, you must do so in accordance with the assessment entry deadlines. Dates will vary for each Programme and will be published **on the VLE.**

6.3

Where indicated in programme regulations and/or in assessment communications, time-limited assessments take place at one of the Examination Centres listed by us as authorised to conduct our assessment.

6.4

Where you are required to sit your assessments in an Examination Centre, you must apply to your chosen Examination Centre for permission to sit an assessment with them. We are unable to make local examination arrangements for you.

6.5

Students in the same region will normally take the same time-limited assessment on the same date at the same local time. However, we have the right to set different assessments for the same module/course for students sitting in the same region or in different regions.

6.6

Answers to all assessment tasks, whether written or oral, must be given in English unless our instructions for a specific module/course allow a different language to be used.

6.7

When handwriting answers to assessment questions is permitted or required, handwriting must be legible. Examiners will not award marks for writing which they cannot read.

7 Rules for taking assessments

7.1

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, contract cheating(T2871 05.8.000008871 0 595.32 841.90 1 352.75

7.7

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

Additional rules for taking time-limited assessments

All time-limited assessment takes place in a controlled environment, according to the

When sitting in an Examination Centre you must not have any prohibited items in your possession;

b) communicate with, seek out or receive assistance from, others during the time an assessment is live. This includes, but is not limited to, using websites that offer assistance services, tutors, friends, or family;

c) exchange information or communicate with another student**.** This includes, but is not limited to, gesturing, passing notes, online discussions, verbal exchanges, video conferencing, screen-sharing, copying or allowing your work to be copied;

d) engage in any discussion about a question paper in such a way that yourself or another student who has yet to sit the paper may be advantaged. This includes, but is not limited to, online discussions after one sitting has ended, but while the assessment is still live for other candidates;

e) take stationery or other materials from an Examination Centre, or take copies of materials that are not otherwise available to you as a download through the online platform. This includes, but is not limited to, question papers, supplementary answer books and copies of your answers.

Materials and aids allowed during a time-limited assessment

7.19

Unless you are told otherwise, the only materials you are allowed during a time-limited assessment is your compatible device and your Admission Notice. Where your assessment takes place in an Examination Centre you are additionally permitted your Photo ID and pens.

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-specific instructions.

7.22

We will not provide 1 0 0 1Q EMC /P /MCp0 g3TQq0.0000088ovide

8 Assessment offences

8.1

Assessment offences, as defined within section 7 of the General Regulations, will be considered under the Assessment Offense Procedure If you are subject to an allegation of assessment offence you will have pending results withheld until the University completes its investigation and provides you with an outcome

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

Individual module/courses

12.6

If you are registered with us for an individual module/course, you will receive a Certificate of Achievement if you have:

successfully completed the assessment and any other study requirements for the module/course that you are registered for;
kept to our regulations in all respects;

14 Complaints and Appeals

14.1

You should follow the relevant University of London procedures if:

a) you wish to submit a complaint against us;
b) you wish to submit an academic appeal.

14.2

You cannot submit an appeal against the result of an assessment on academic grounds. The grounds under which an academic appeal may be submitted are detailed in the academic appeals procedure.

15 Suspension and termination of your registration by us

15.1

If you breach any relevant disciplinary or conduct code, we reserve the right to apply the Code of Student Discipline process as described in the University of London Ordinances (Ordinance 17). Penalties may include suspension or termination of your registration with us.

15.2

Your registration may be terminated if you are found to have obtained an Offer on the basis of a fraudulent, dishonest or misleading statement.

15.3

We have the right to revoke your award 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 2023-2024 were considered and approved by the University of London Academic Board in April 2023.

Author: Senior Academic Services Manager, University of London Worldwide