



Leading education
and social research
Institute of Education
University of London

General Academic Regulations

These regulations
are approved by
Senate. They were
most recently
updated in
September 2010.

- Effective date: September 2010

Institute of Education, University of London

General Academic Regulations

Version 2
Effective from September 2010

1 Introductory

- 1.1 These Regulations have been made by the Council of the Institute and may be amended at any time. They are made subject to the Charter, Statutes and Ordinances of the Institute of Education and, where appropriate, to the Statutes and Ordinances of the University of London.
- 1.2 The Regulations apply to every student of the Institute and may be supplemented by further Regulations. The supplementary regulations are:
- 1.2.1 The Regulations for each award, where made;
 - 1.2.2 The Regulations for each programme, where made;
 - 1.2.3 The Regulations for the assessment of students;
 - 1.2.4 The Regulations governing representations against decisions of boards of examiners; and
 - 1.2.5 Regulations for proceedings in respect of assessment irregularities
 - 1.2.6 Regulations for the Award of Aegrotat
- 1.3 The Council may amend or withdraw these or any other Regulations at any time. The Council will do so only before those students who would be directly affected by its action have registered for the course, or
- (a) when required to do so by lawful external authority, or
 - (b) with the consent of those existing registered students who would be directly affected by its action, where in the opinion of the Academic Registrar the proposed amendment is detrimental to their interests.

2 Definitions

- 2.1 In these Regulations, terms have the meanings assigned to them by the Charter of the Institute with the additions indicated below, in each case unless the context otherwise requires:

Academic Registrar	The Academic Registrar of the Institute
Advanced Standing	The counting of credits towards an award based on recognition of equivalent or acceptable alternative accredited study or experience gained on other programmes at the Institute or elsewhere
Award Regulations	The regulations for each award as listed in Regulation 3.1

Course	A component of a programme advertised as such and (if assessed) separately assessed
Credit value	The number of credits, at a particular level, assigned to a body of learning. One credit notionally represents ten hours of learning
Director	The Director of the Institute for the time being
Institute	The Institute of Education, University of London
Level	The level of each programme as nationally indicated by <i>The framework for higher education qualifications in England, Wales and Northern Ireland</i> , and as amended or replaced from time to time
Programme	The whole programme of study undertaken by a student
Programme Regulations	The regulations for each programme
Recognition of prior learning	The counting of learning already successfully completed, by way of credits or otherwise, towards an award based on recognition of equivalent or acceptable alternative accredited study or experience gained on other programmes at the Institute or elsewhere
Senate	The Senate of the Institute
Student	Any person registered as pursuing any course of study in the Institute
University	The University of London

3 The awards of the Institute

3.1 The awards of the Institute are:

Taught awards at level 4 (Certificate - C):

Foundation Certificate

Taught awards at level 5 (Intermediate - I):

Foundation Degree

Diploma in Education (Post-Compulsory)

Taught awards at level 6 (Honours - H):

Bachelor of Arts (BA)
Bachelor of Education (BEd)
Certificate in Education
Graduate Certificate
Graduate Diploma
Professional Graduate Certificate in Education (PgCE)

Taught awards at level 7 (Masters - M):

Advanced Certificate
Advanced Diploma
Postgraduate Certificate
Postgraduate Certificate in Education (PGCE)
Postgraduate Diploma
Masters degrees: Master of Arts (MA), Master of Business Administration (MBA), Master of Education (MEd), Master of Science (MSc), Master of Teaching (MTeach) and Master of Research (MRes)

Research degrees awarded at level 7 or level 8 (Doctoral - D):

Doctor of Educational Psychology (DEdPsy)
Doctor of Education (EdD)
Master of Philosophy (MPhil)
Doctor of Philosophy (PhD)

Other awards:

Associateship of the Institute

4 Admission

4.1 An applicant for admission shall be required:

- 4.1.1 to apply for admission through the prescribed procedure and to comply with subsequent administrative requirements; and
- 4.1.2 to satisfy (or to be formally exempted by the Institute from) the entry requirements prescribed for the programme and course concerned.

4.2 The Institute may offer a place to an applicant on the programme applied for, or on any other programme, or reject the application. An offer of a place may be conditional on the applicant obtaining a particular set of qualifications, either at pass level or at particular levels of pass, or completing satisfactorily a test set by the Institute, by a date determined by the Institute.

4.3 Except where specified in programme regulations, the Institute teaches and assesses students through the medium of the English language.

Competence in English language is required of all applicants. Programme regulations may indicate the level of competence required of each applicant and may make its achievement a condition of admission.

- 4.4 The Institute may, from time to time, determine any prior relevant experience which a student must display in support of their application, without which it will not admit students, or will not admit them without special consideration.
- 4.5 The Institute will not admit to any course any person who, in the absolute judgment of the Director, would constitute a threat to any person or to the Institute's commercial interests.
- 4.6 At the discretion of the Faculty concerned, having consulted the Academic Registrar, a student may be credited at admission to a course with up to half of the requirements of an award by way of Advanced Standing. Such credit may or may not be substituted for compulsory modules at the discretion of the appropriate Faculty sub-committee.

5 Registration

- 5.1 A student is required to register at the beginning of his or her programme and at the beginning of each subsequent academic year of the programme, according to procedures determined by the Academic Registrar from time to time.
- 5.2 The requirements for initial registration on a programme are that the person concerned has:
 - 5.2.1 applied for admission, been accepted as a student and satisfied any conditions set for initial registration;
 - 5.2.2 supplied to the Academic Registrar all data and documents requested of him or her in connection with registration; and
 - 5.2.3 paid all fees and charges due to the Institute or to the University or provided guarantees of such payment satisfactory to the Institute.
- 5.3 The requirements for registration beyond initial registration are that the student has:
 - 5.3.1 satisfied the academic requirements for progression from the previous year of study;
 - 5.3.2 supplied to the Academic Registrar all data requested of him or her in connection with registration;
 - 5.3.3 paid all fees and charges due to the Institute or to the University or provided guarantees of such payment satisfactory to the Institute; and

5.3.4 not been barred from further registration at the time concerned by application of these or other Regulations.

- 5.4 Failure to complete the appropriate registration formalities at the appropriate time, including the payment of fees, will normally lead to the individual concerned being debarred from attendance at lectures, seminars and tutorials, and from access to other academic and non-academic provision and facilities of the Institute and the University, including the library and computing resources.
- 5.5 In the event that, for whatever reason, a sponsoring authority such as a Local Authority, an employer or an individual sponsor withholds payment of a student's fees in whole or in part, the student shall be responsible for the payment of his or her fees, or of any outstanding balance, as appropriate.
- 5.6 A student may not register or remain registered if simultaneously registered for another programme of higher education without the written approval of the Academic Registrar.
- 5.7 Registration may be full or provisional. Full registration shall be valid until the end of the then academic year or until the end of the programme or until withdrawal or exclusion from the Institute, whichever is earlier. Provisional registration shall normally expire at the end of six weeks following the beginning of the term concerned.
- 5.8 On full registration, the Academic Registrar shall provide the student with a registration card within a reasonable time. A fee may be charged for providing a replacement card.
- 5.9 Registration may be withdrawn at any time under these and other Regulations. After withdrawal, a student is no longer entitled to use any facilities or services of the Institute, or to receive any teaching, or to be assessed without permission of the Academic Registrar. A person who is not registered as a student shall not be entitled to take part in any activity in the Institute as a student.

6 Course of study

- 6.1 Every student is required to comply with the requirements for attendance and completion of examinations and assessments as specified in programme regulations. Dereliction will result first in a warning, and if continued may result in exclusion from assessment by the Dean concerned, or from registration at the Institution by a fair means of investigation and procedure.
- 6.2 A student excluded from assessment has the right of appeal to the Deputy Director (if appointed) or to an Associate Director against a decision of a Dean under Regulation 6.1.
- 6.3 Students shall normally be required to pursue their programme of study

continuously, except where permission for an interruption is granted by the Programme Leader or, in the case of a research degree student, his or her supervisor.

7 Grievances and representations

- 7.1 A student dissatisfied with any aspect of teaching, supervision and other appropriate services provided by the Institute may make a complaint under the Student Complaints Procedure.
- 7.2 A student dissatisfied with the result of any assessment may make a representation against the decision of the examiners concerned, as set out in the *Regulations governing representations against decisions of boards of examiners*. Appeals are not permitted against the academic judgment of the examiners.

8 Termination of registration

- 8.1 Registration of a student will be terminated if that student:
 - 8.1.1 has completed the programme of study for which s/he was registered, or
 - 8.1.2 has voluntarily withdrawn from the programme, or
 - 8.1.3 has demonstrated insufficient progress to satisfy the academic or other requirements for the successful completion of a year or other stage of a programme. (Exceptionally the Institute may allow re-registration in these circumstances, but may attach conditions to such re-registration), or
 - 8.1.4 has failed to satisfy the requirements for registration or re-registration, or
 - 8.1.5 has been expelled from the Institute by due process, or
 - 8.1.6 has been found to have provided false or inaccurate information as part of the application leading to admission, or
 - 8.1.7 through a specific breach of the law, is ineligible to continue on his or her programme of study.
- 8.2 The point at which registration shall be terminated shall be:
 - 8.2.1 under Regulation 8.1.1, at the end of the final term of permitted study;
 - 8.2.2 under Regulation 8.1.2, at the end of the Friday immediately following the withdrawal, including the day of withdrawal if it is a Friday;

- 8.2.3 under Regulations 8.1.3 or 8.1.6, as soon as it is evident that the condition applies and that any appeal has failed, or the time for appeal has passed;
 - 8.2.4 under Regulation 8.1.4, with immediate effect, although where it appears to the Academic Registrar that the requirements may soon be met, he or she may permit a period of provisional registration;
 - 8.2.5 under Regulation 8.1.5 or 8.1.7, as directed under the Regulations governing the expulsion.
- 8.3 Notwithstanding Regulation 8.2, termination shall be suspended pending the hearing of any appeal against a decision made on the grounds of 8.1.3, 8.1.4, 8.1.6 or 8.1.7.
- 8.4 No part of any fee paid by a student who does not complete a term of registration is normally returnable, although applications for full or partial refunds of fees shall be considered individually by the Academic Registrar.

9 Revocation of an award

- 9.1 The Director of the Institute, on the recommendation of the Senate, may revoke any award and all privileges connected therewith if it shall be discovered at any time and approved to the satisfaction of the Institute that:
- (a) there was an administrative error in the procedure under which the award was made; or
 - (b) subsequent to the 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 results should be altered.
- 9.2 The University shall be informed of the revocation of any award of the University.

10 Communication from the Institute

- 10.1 Unless otherwise stated, communications sent from the Institute to an individual student are to be regarded as applying to that student only.