UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education (IOE)

IOE Graduate and Taught Postgraduate Regulations 2017-18

Effective from 1 September 2017 for new and continuing students.

1. Introduction

1.1. The following regulations apply to students on graduate[1] and taught postgraduate

Manual [Chapter 4 Section 6: Extenuating Circumstances](#). If the EC is accepted, the student may be granted an extension or other mitigation affecting the deadline. If the deadline has already passed, the below penalties will not apply.

2.2.4.   For all other students, the following penalties apply:

a. The grade for coursework received up to two working days after the published date and time will be lowered by one grade (grades will not be lowered below the pass mark at this stage).
b. The grade for coursework received more than two working days and up to five working days after the published date and time will be capped at the pass mark.
c. Work submitted more than five working days after the published date and time will receive a fail grade.
d. Programme/module teams must clearly communicate to students when coursework results will be published. Submissions will not be accepted or marked after this date. Students failing to meet this deadline will be required to resubmit the failed component(s).
e. In the case of coursework that is submitted over- or under-length and is also late, the greater of any penalties will apply.

2.2.5.   There is no technical support for online submissions at weekends or after working hours. As a consequence, penalties are based on the number of working days. Deadlines will be set with the following considerations in mind:

a. A deadline set for a Thursday will begin to incur the higher penalties on a Monday.
b. A deadline set for a Friday will begin to incur the higher penalties on a Tuesday, or longer in the case of bank holidays or UCL closure days.
c. The deadline should be set using the relevant date, plus time in hours, minutes and seconds, and time zone should be stated.

2.2.6.   Hard copy only submissions, such as artefacts and models, should not be scheduled at weekends. As a consequence, penalties are based on the number of working days. Deadlines should be set with the following considerations in mind:

a. A deadline set for a Thursday will begin to incur the higher penalties on a Monday.
b. A deadline set for a Friday will begin to incur the higher penalties on a Tuesday, or longer in the case of bank holidays or UCL closure days.

2.3. Word Count Penalties

2.3.1.   Students who submit work for assessment that is over- or under-length will be penalised in accordance with the IOE word count penalties.

2.3.2.   A minimum or maximum word count will be specified as part of the assessment criteria for a component or module. Abstract, footnotes, bibliography/references list, appendices, tables, figures will not be included in the word count.

2.3.3.   Work that is above or below the word count by more than 10% will be reduced by one grade (no more than one grade will be deducted).

2.3.4.   Where there is a word count range specified (e.g. 2,000-2,500 words), the length of the coursework must fall into this range. Penalties will apply where the word count falls above or below the range.

2.3.5.   The mark will not be reduced below the pass mark.

2.3.6.   In the case of coursework that is submitted over- or under-length and is also submitted late, the greater of any penalties will apply.

3. Awards

3.1.   Credit Framework

3.1.1.   IOE graduate and taught postgraduate

3.2.3.   The majority of IOE modules are 30 credit modules; the requirements are summarised based on this. If a student takes a module with fewer or more than 30 credits, the two thirds rule will still apply.

3.3. Awards of Merit or Distinction by programme

3.3.1. Graduate Certificate (60 credits)

For a Merit, a student must pass a minimum of 40 credits at B grade (at A grade for Distinction). Unless students take any 15 credit modules, this will mean that they need to pass both their modules at B or above (at A for Distinction).

Graduate Certificate Level 6	Minimum total credits	Likely number of modules (most are 30 credits)	Minimum number of modules at appropriate grade to secure classification
For Merit	60 credits	2 (30 credits)	2 x 30 credits at Grade B
For Distinction	60 credits	2 (30 credits)	2 x 30 credits at Grade A

3.3.2. Graduate Diploma (120 credits)

For a Merit, a student must pass a minimum of 80 credits at B grade (at A grade for Distinction). Unless students take any 15 credit modules, this will mean that they need to pass 90 out of 120 credits at B or above (at A for Distinction).

NB. The Grad Dip Specialist Qualification in Habilitation and Disabilities of Sight (Children and Young People) consists of 180 credits so students would be required to pass a minimum of 120 credits at B (for Merit) and A (for Distinction).

Graduate Diploma Level 6	Minimum total credits	Likely number of modules (most are 30 credits)	Minimum number of modules at appropriate grade to secure classification
For Merit	120 credits	4 (30 credits)	3 x 30 credits at Grade B
For Distinction	120 credits	4 (30 credits)	3 x 30 credits at Grade A

3.3.3. PG Certificate (60 credits)

For a Merit, a student must pass a minimum of 40 credits at B grade (at A grade for Distinction). Unless students take any 15 credit modules this will mean that they need to pass both their modules at B or above (at A for Distinction).

PG Certificate Level 7	Minimum total credits	Likely number of modules (most are 30 credits)	Minimum number of modules at appropriate grade to secure classification
For Merit	60 credits	2 (30 credits)	2 x 30 credits at Grade B
For Distinction	60 credits	2 (30 credits)	2 x 30 credits at Grade A

3.3.4. PG Diploma (120 credits)

For a Merit, a student must pass a minimum of 80 credits at B grade (at A grade for Distinction). This will mean that they need to pass 90 out of 120 credits at B or above (at A for Distinction).

PG Diploma Level 7	Minimum total credits	Likely number of modules (most are 30 credits)	Minimum number of modules at appropriate grade to secure classification
For Merit	120 credits	4 (30 credits)	3 x 30 credits at Grade B
For Distinction	120 credits	4 (30 credits)	3 x 30 credits at Grade A

3.3.5. Taught Masters (180 credits)

For a Merit, a student must pass a minimum of 120 credits at B grade (at A grade for Distinction). In addition, the dissertation (60 credits) or report (30 credits) must be at B grade (at A grade for Distinction).

Taught Masters Level 7	Minimum total credits	Likely number of modules (most are 30 credits except for dissertation)	Minimum number of modules at appropriate grade to secure classification
For Merit	180 credits	6 (30 credits)	4 x 30 credits (or Dissertation plus 2 x 30 credits) at Grade B
For Distinction	180 credits	6 (30 credits)	4 x 30 credits (or Dissertation plus 2 x 30 credits) at Grade A

3.4. Credits awarded via Accredited Prior Learning

3.4.1.   It should be noted that as per section 6.4.7 of UCL Academic Manual Chapter 2, credits imported via the Accredited Prior Learning (APL) process from any institution other than UCL should be counted as part of the qualification requirements but should be excluded from the calculation of the classification.

3.4.2.   Conversely, credits accrued at UCL and awarded via APL should be counted as part of the qualification requirements and included in the calculation of the classification.

3.4.3.   NB. At the time of admission with APL, the student should be advised of the number of credits which they are required to pass in order to be eligible for an award, and the algorithm which will be used to calculate their classification. (See UCL Academic Manual, Chapter 1 section 1.6.3 RPL for Entry to Taught Postgraduate Programmes).