



Chapter 1 includes the main regulations for all UCL students, except where the following approved derogations and variations supersede:

<b>Doctoral School</b>	Doctor in Engineering (EngD) Additional Regulations Doctor of Public Administration (DPA) Regulations Masters by Research (MRes) Additional Regulations
<b>The Bartlett</b>	Bartlett Derogations
<b>Brain Sciences</b>	BSc in Speech Sciences Variations
<b>UCL Institute of Education</b>	General Academic Regulations Undergraduate Regulations Foundation Degree Regulations Bachelor of Education (Honours) Regulations Initial Teacher Training Regulations Fitness to Practice Policy and Procedures Taught Postgraduate Regulations MPhil/ PhD Regulations Doctor in Education Regulations (EdD) Doctor in Educational Psychology (DEdPsy) Regulations
<b>Life Sciences</b>	School of Pharmacy Derogations
<b>Medical Sciences</b>	Bachelor of Medicine, Bachelor of Surgery (MBBS) Regulations

Students following joint or dual programmes delivered in conjunction with other universities, institutes and organisations (e.g. EMPA, International MA) should refer to their specific programme literature for details of the regulations that apply to their studies.







# 1 Taught Programme Admissions

## 1.1 Undergraduate Entrance Requirements

### 1.1.1 A and AS Levels

1. UCL's entry requirement range is A\*A\*A–ABB, plus a pass in a further Advanced Subsidiary (AS) level subject.
2. Some degree programmes will have higher entry requirements.
3. The requirements for individual programmes are set out in the Prospectus.

#### *Further guidance*

1. UCL has a benchmark entry level of ABB at GCE A level and does not make offers of admission with any grades or scores lower than B.
2. Applicants will not be admitted below the benchmark level without the advance approval of the Vice-Provost (Education & Student Affairs) and cases for consideration should be submitted by Admissions Tutors to the Vice-Provost (Education & Student Affairs), via Admissions in Student & Registry Services.
3. The maximum permitted offer is A\*AA plus a pass in a fourth AS level, with the exception of







4. UCL does accept a number of English Language qualifications and a list of these is available in the Prospectus.
5. Further information about English Language requirements can be found on the Prospective Students website.

#### 1.4.2 Programme Specific English Language Requirements

1. All applicants are advised to check any programme specific English Language requirements by consulting the Prospectus.
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4. If RPL is agreed then students will receive credit for the relevant modules/ course units.

#### **Changes to Programme Diet**

5. The agreement of RPL must specify which modules have been credited, any variation in the programme diet for the student, and the details of the scheme of award.
6. Results for Year 1 course units credited through RPL are included in the total of passed course units but otherwise do not contribute to the degree classification.
7. Where it is necessary for students to study Level 3/ Introductory course units during their second year, these modules will be treated as Year 2 course units and be subject to the Year 2 weighting in the degree classification.

### **1.6.3 RPL for Entry to Taught Postgraduate Programmes**

1. All applicants for RPL must first submit a standard application according to UCL's standard Admissions Procedures.
2. RPL for advanced entry to UCL taught postgraduate programmes requires approval by the Vice-Provost (Education & Student Affairs). Applications should be submitted through [Admissions in Student & Registry Services](#).
3. The number of credits for which RPL has been granted and any variation to the programme diet must be specified at the time of admission and form part of the agreement between UCL and the student.

## **1.7 Making an Application to Study at UCL**

### **1.7.1 Undergraduate Applications**

1. All full-time undergraduate applications to study at UCL, except for the Integrated BSc, must be submitted through [UCAS](#) and not directly to UCL. Applicants should complete their UCAS submission by the deadlines specified by UCAS.

#### *Further guidance*

1. Regardless of where applicants are applying from, they must submit their UCAS application by the dates published by [UCAS](#).
2. Applications made after the deadline cannot be guaranteed equal consideration by UCL.
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*Further guidance*

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### *Further guidance*

1. Applicants with disabilities should contact Student Disability Services if they have any general queries about facilities at UCL before submitting their application.
2. UCL endeavours to ensure equal access to all facilities and to make reasonable adjustments to UCL buildings when and where possible.

### 1.7.6 Applicants under the Age of 18

1. UCL will consider for admission to its undergraduate programmes applicants who will reach the age of 18 during or after their expected period of attendance. If a young applicant is offered a place, UCL has set in place procedures to protect young applicants and young students and the arrangements prescribed will be put in place prior to them enrolling at UCL as a 'young student'.
2. Applicants that are under 18 at enrolment must have the written consent of their parent/guardian to study at UCL, provide two emergency contacts and also have a nominated local guardian living in the Greater London area.
3. In considering such applications Departments must adhere to the UCL Children and Vulnerable Adults Safeguarding Policy for Applicants and Current Students.

### 1.7.7 Affiliate Applicants (Students Registered at Other Higher Education Institutions)

1. Affiliate students are students registered at other Higher Education Institutions.
2. The regulations covering the registration of affiliate students at UCL are located in Section 4.11: Affiliate Student Registration.
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## Affiliate Student English Language Requirements

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August. Applicants are advised to check with Admissions in Student & Registry Services before declining any of their A or AS level results.

2. Taught Postgraduate Applicants should be aware that if they decline any of their Bachelor Degree results or results obtained for an equivalent qualif



3. Upon the recommendation of the relevant department/division, a formal UCL offer will be made to the applicant by Admissions in Student & Registry Services.

*Further guidance*

1. If unclear, applicants should contact Admissions in Student & Registry Services to clarify the likely decision date.
2. Departmental/divisional 2.





## 1.16 Appeal of Entry Decisions

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# Research Degree Admissions

## 2.1 Standard Qualifications for Admission: MPhil/PhD Programmes

1. The normal minimum entrance qualification for registration for the MPhil degree or the PhD degree is:
  - i) An upper second class honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the programme to be followed; or
  - ii) A registrable qualification appropriate to the programme to be followed awarded by a UK university in Medicine, Dentistry or Veterinary Studies; or a qualification of an equivalent standard appropriate to the programme to be followed awarded by a university (or educational institution of university rank) outside the UK; or
  - iii) A Masters degree from a UK University in a subject appropriate to the programme to be followed; or
  - iv) A professional or other qualification obtained by written examinations and approved by UCL as an appropriate entrance qualification for the MPhil or PhD degree in question.
2. Applicants should also consult the relevant departmental/divisional admission requirements (see the [UCL Departments A-Z](#)).

## 2.2 Standard Qualifications for Admission: EngD Programmes

1. Other qualifying criteria may also be required for applicants for the EngD, depending on the subject area of the individual programme.
2. The additional regulations for the Doctor in Engineering [EngD] in [Chapter 8: Derogations and Variations](#) give details of specific criteria for the following programmes:
  - EngD in Biochemical Engineering and Bioprocess Leadership
  - EngD in Communications
  - EngD in Environmental Engineering Science (ENVES)
  - EngD in Virtual Environments Imaging and Visualisation (VEIV).

## 2.3 MRes Progression to an Associated Research Degree Programme

1. For automatic progression from MRes to PhD/EngD, students should achieve an average mark of not less than 60% in the *independent, original research components* of the programme, and not less than 50% in the taught elements.
  - i) This regulation relates to automatic progression from MRes to MPhil/PhD or EngD programmes.
  - ii) However, in cases where a student did not meet these requirements, but who has the support of the MPhil/PhD or EngD programme organisers, a case in writing can be made to the Chair of the Research Degree Committee for the consideration of suspension of regulations on a case-by-case basis.
2. The length of the MRes programme should be extended to one calendar year and one month to allow Boards of Examiners time to determine awards prior to students registering on the associated EngD or MPhil/PhD programme.
3. MRes students who fail the taught components are subject to the regulations in [Chapter 4, Section 11: Consequences of Failure](#). If a student has valid Extenuating Circumstances material to that failure, they will be subject to the regulations in [Chapter 4: Section 6: Extenuating Circumstances](#).
4. MRes students who fail the dissertation should not register on the EngD or MPhil/PhD programme in the following academic year but remain on the MRes and resubmit the

dissertation by 31 January of the following academic year. The Board would then consider the award for these students in January, when they would be allowed to register on the EngD or MPhil/PhD if they passed. If, as a result, they missed taught components which formed part of the EngD or MPhil/PhD registration, these should be followed at the point when they are next available.

5. MRes students who are not awarded the degree after the first attempt and the resit attempt should not progress to the associated EngD or MPhil/PhD programme and would be required to leave UCL.

#### *Further guidance*

1. These regulations only apply to students on MRes programmes which form an integral part of an associated doctoral programme.
2. Applicants and students should also consult the relevant departmental/divisional admission and MRes progression requirements.
3. MRes programmes are subject to the regulations for Taught Postgraduate Programmes and to the additional regulations for Masters By Research Programmes in Chapter 8: Derogations and Variations.

## 2.4 Standard Qualifications for Admission: MD (Res) Programmes

1. To be eligible for registration for the MD(Res) degree, a candidate must have obtained the MBBS degree or some other registrable primary qualification in Medicine, and be eligible for full registration or hold limited registration with the General Medical Council (GMC), or have obtained the BDS degree or hold an equivalent dental qualification.

## 2.5 English Language Requirements

1. Applicants are required to meet UCL's English Language Proficiency Requirements for Postgraduate Degrees.

## 2.6 Alternative Qualifications for Admission

1. Applicants possessing alternative qualifications may also be considered by UCL for registration.
  - i) An applicant who possesses a degree or overseas qualification of equivalent standard obtained after a programme of study extending over three years or more in a university (or educational institution of university rank) in an appropriate subject and who, although they do not meet the normal entry standard defined in Sections 2.1-2.4, but by evidence of their background and experience satisfy UCL as to their fitness to follow the programme. Where such an applicant cannot present evidence that they possess the necessary background and experience, they may be considered by UCL for registration, provided they meet

2. The regulations and criteria for the Recognition of Prior Learning, including the types of prior learning that might be considered by UCL, are defined in Chapter 2: Qualifications and Credit Framework.





# 4 Taught Programme Registration

## 4.1 Period of Registration

1. Taught students must be registered for the full length of their programme of study at UCL.
2. The length of each UCL qualification is defined in Chapter 2, Section 7: Threshold Qualification Requirements. The specific length of each programme of study is defined in the programme regulations.
3. The UCL Academic Year starts on the first day of September and ends on the last day of August in the following year (see Chapter 2, Section 3.7: Academic and Calendar Years for further details). The specific start and end dates, and term dates, for each programme of study are determined by UCL and defined in the programme regulations.
4. The permitted modes of attendance for UCL qualifications are defined in Chapter 2, Section 3.9 Modes of Study. The specific modes of study for each programme of study are defined in the programme regulations.
5. Students must enrol within the first few weeks of the academic year. Deadlines for enrolment and re-enrolment are published annually.



*Further guidance*

1. Section 7: UCL-Student Relationship Terms and Conditions further defines the requirements of students whilst studying at UCL.
2. Section 4.4 Authorised Absence describes the procedures in place for students who are



Student Records in advance of the return date so that UCL can re-instate the student's record. Students will not be able to re-enrol until UCL Student Records have received confirmation from the Faculty and have re-instated the student's record.

2. Return to study following a period of interruption may be subject to a review and an appointment with Student Support and Wellbeing. Where an appointment with Student Support and Wellbeing is required prior to returning to study, this will be confirmed to Students when the interruption is approved.
3. Before they can re-enrol students must have paid the appropriate fees, or provided evidence of sponsorship, to the Student Fees office ([fees@ucl.ac.uk](mailto:fees@ucl.ac.uk)).
4. Students must re-enrol within two weeks of their date of return. Failure to re-enrol may result in the closure of a student's record.
5. Students re-enrolling in September and October will need to re-enrol on-

4. With the exception of those who have received approval to re-attend a failed course unit or attend a substitute for a withdrawn or failed course unit, full-time students will not be permitted to register on more than a total of four course units in any one year.
5. Students cannot enrol on a course unit or intercollegiate course where the academic assessment is deemed to overlap with any course unit assessment which they have already taken and passed.
6. Part-time students will not be permitted to register on more than a total of two course units.

*Further guidance*

1. In exceptional circumstances UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Affairs) may allow students to exceed this maximum.
2. Where a student follows a course unit during the long vacation, the value of that course unit shall be assigned to either the previous or next year as appropriate, but overall in neither year may the total exceed the maximum of four course units.
3. Permission to allow students to exceed the maximum requires a suspension of UCL regulations for students and can be granted on a case-by-case basis by UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Affairs), supported by the Faculty Tutor, except where substitution of course units has been agreed.
4. Any cases in support should be sent for consideration by UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Affairs) via UCL Student Records. It should be noted that such requests are rarely approved.
5. Students are permitted to attend course units up to the value of one whole course unit, as a substituted course unit in addition to the four course units permissible in an academic session if they failed a course unit or withdrew from examination of a course unit in the preceding session.

### 4.7.3 Selection of Modules from Outside UCL

1. Students must select modules offered by UCL unless the option to select modules from outside UCL is clearly specified in information about their degree programme.
2. Where modules can be selected outside UCL, the University of London or other Higher Education provider is responsible for the management of the student experience for that module. This includes academic assessment, examination re-sits, disciplinary, appeal and complaints procedures.
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2. There must be places available and the changes must be consistent with the student's

- iv) Confirmation that there is sufficient capacity within the gaining department/division in terms of student numbers.
- v) Students should not assume a transfer will be approved and, until official approval is obtained, they will remain on the original degree programme.

9. On undergraduate programmes, course units studied during the student's First Year and Second Year will receive weights 1 and 3, respectively, in the Harmonised Scheme of Award for the new programme. A stud





3. Arrangements for the assessment of mandatory year abroad programmes vary on a departmental/divisional basis.

#### 4.10.2 Elective Year Abroad Programmes

1. Students registered on four-year Bachelors degree programmes may opt to spend a year abroad on a programme of study approved by UCL.
2. Students registered on a four-year programme will generally undertake the year abroad in their third year of study.

#### 4.10.3 Short Elective Placements

1. Students registered on three-year Bachelors degree programmes opting for a placement abroad will generally be restricted to a three month study period typically undertaken during the first term of the third year.
2. The minimum period of a placement is three months.

*Further guidance*

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## 4.11 Affiliate Student Registration

### 4.11.1 Definition of an Affiliate Student

1. Affiliate students are students registered at other Higher Education Institutions.
2. Affiliate students are subject to the regulations set out in the UCL Academic Manual and all other terms and conditions of enrolment.
3. Fully enrolled affiliate students have the same rights and entitlements as all UCL taught students.
4. Further information is available from the [Affiliate Study at UCL](#) web pages.
5. Further information and guidance for affiliate student applications is available from [Admissions in Student & Registry Services](#).

### 4.11.2 Affiliate Student Entry Criteria

1. The entry requirements for undergraduate and taught postgraduate affiliate students, including English Language Proficiency Requirements, can be found in [Section 1.7.7: Affiliate Applicants \(Students Registered at Other Higher Education Institutions\)](#).

### 4.11.3 Affiliate Student Period of Registration

1. Undergraduate affiliate students usually study on a full-time basis and can register to study for an academic year or, if appropriate, for the term or terms in which the course units they are undertaking are offered.
2. Taught postgraduate affiliate students usually study on a full-time basis, although they may register on a part-time basis if this mode of study is available for their programme.
3. Taught postgraduate affiliate students may have an enrolment period at UCL for one, two or three terms.

### 4.11.4 Affiliate Students and UCL Degrees

1. Affiliate Students do not qualify for a UCL Degree.

#### *Further guidance*

1. UCL academic credits and ECTS are awarded for the successful completion of assessed modules.
2. Certification of credits for affiliate students is managed by [UCL Student Records](#).

### 4.11.5 Exemption from Dual Registration Regulations

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10. Departments/ Divisions should inform affiliate students when marks for academic assessment will be published if these are different from UCL norms.
11. Arrangements for re-assessment opportunities are managed by the affiliate student's department/division and should be conducted as closely as possible to the UCL norms for re-assessment.
12. Affiliate students should seek advice from their home institutions regarding their policy for the recognition of re-sit marks.

#### 4.11.9 Affiliate Student Transcripts and Certificates

1. Affiliate students will be entitled to receive a transcript of their assessment achievement produced by UCL.
2. Any other certification required i.e. certification of UCL module credits/ECTS for affiliate students from the USA will be produced by the Student Centre.



## 5.2.4 Students Who Require a Visa to Study in the UK

1. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice. Enrolment will not take place without presentation of a valid passport and visa.
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## 5.6 Length of Programme

1. The lengths of UCL research degree programmes are as follows:
  - i) The length of an MPhil/PhD programme is normally three years' full time and five years' part time.
  - ii) The length of the MD(Res) is normally two calendar years of full-time or part-time study.
2. Students may not interrupt their period of registration without prior permission from UCL.
3. Unless prior exemption from a part of the programme has been agreed, a student must be registered for at least two calendar years full time, or three calendar years part time, before he/she will be allowed to submit her/his thesis for examination for the PhD or the MPhil degree.
4. A student must be registered for at least two calendar years before he/she will be allowed to submit her/his thesis for examination for the MD(Res) degree.
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## 5.8 Upgrade from MPhil to PhD

1. Upgrade from MPhil to PhD registration may be made not less than nine months after initial registration for the MPhil degree for full-time students, and not less than fifteen months after initial registration for the MPhil degree for part-time students. In the case of a student who has been granted an exemption of part of the programme of study, upgrade from MPhil degree to PhD registration may be made not less than eight months, or its part-time equivalent, after initial registration for the MPhil degree.
2. A student who fails to achieve upgrade to PhD status may, if all other conditions are met, enter for the MPhil examination.
3. Detailed information on the upgrade process can be found in the Upgrade Guidelines.

## 5.9 Transfer from PhD to MPhil

1. A student who has been upgraded from MPhil to PhD status may, with the permission of UCL, transfer back to MPhil status and enter for the MPhil examination provided he or she has not entered for the examination of a PhD.
2. The transferred registration may be dated from the date of original registration for the MPhil/PhD degree.

## 5.10 Transfer Between MPhil/PhD and MD(Res)

3. In cases where an approved research programme has been set up with a specific institution or institutions which have formal collaborative agreements with UCL, approval of individual applications, as described above, will not need to be submitted for approval by the Chair of the RDC.
4. Students on a non-resident MPhil/PhD programme will be registered as full-time students by UCL if they are carrying out their research on a full-time basis in their countries of residence. Otherwise, they will be registered as part-time students by UCL. A special fee rate applies to the non-resident MPhil/PhD programme.

## 5.12 Visiting Research Students: Registration

1. Visiting Research Students may r

- b) Be in a position to submit his or her thesis within 12 months (for full-time students) and 24 months (for part-time students);
  - c) Have met any other departmental or divisional conditions.
5. MPhil candidates may also take up CRS under the same conditions as PhD candidates but will be required to confirm that they have not upgraded to PhD.
  6. Further guidance is available from the Completing Research Status webpages.

### 5.13.2 CRS Student Entitlements

1. During the period of CRS registration, a student is entitled to have one draft of all or any part of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before submission.

#### *Further guidance*

1. Once enrolled, CRS students will continue to be able to use, or will be reissued with, a UCL identity card and be entitled to the use of all the general UCL facilities and services.
2. A CRS student in laboratory-based research may be admitted to a laboratory and be given use of UCL equipment where such admission and use will materially enhance the quality of the thesis or will expedite its completion. Such admission and use shall, however, be on the condition that this does not significantly interfere with the use of the laboratory or equipment in question by other students or staff of UCL or incur additional expense. The student's Principal Supervisor, with the approval of the Head of Department/Division, shall be responsible for making any arrangements necessary to comply with this condition. In the event that a CRS student is refused admission or use, they shall have the right of appeal to the Faculty Graduate Tutor who shall consult the student's supervisor and Head of Department/Division.
3. The student's department/division may, at its discretion, give any other supervisory assistance during the writing up period. CRS students will be expected to comply with all the duties and responsibilities of any other research student as set out in the Code of Practice for Graduate Research Degrees.

### 5.13.3 Submission of Thesis

1. A student must submit a thesis for examination before the end of his or her CRS period. A student will remain registered after the submission of his or her thesis until the award of the degree. He or she will be entitled to a UCL student identity card and will be able to use all the general UCL facilities and services while preparing for an oral examination or making minor revisions to a thesis.

### 5.13.4 Extensions to the Completing Research Period

1. A student who cannot submit a thesis for examination before the end of CRS due to circumstances outside his or her control may apply for an extension. The maximum period of extension is one year full time and two years part time.

#### *Further guidance*

1. Applications for extension to CRS must be made on the application form available from the Extension to Completing Research Status (CRS) webpages. Applications must be supported by a student's department and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the control of the student. Work commitments or any duties carried out for a department are not considered grounds for extension; submission of a thesis is expected to be a priority. Applications on the grounds of the illness or termination of

entitled to access to UCL facilities and services and will not be entitled to supervisory advice. In addition, any student who wishes to submit after the end of his or her CRS registration will require permission to do so; this must be supported by a student's supervisor or other departmental authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department require this.

*Further guidance*

1. All students who submit after the end of their CRS registration will pay a fee equivalent to the part-time home fee current at the time (see Submission Extension Fees for Research Students). This fee will come into effect the day after the end of their CRS registration and will increment after three months, six months and nine months. For submission at any time over nine months after the end of CRS, the fee will be equivalent to 12 months home part-time fees current in the year of submission.

### 5.13.6 Resubmission of a Thesis

1. A student whose thesis is referred by his or her examiners for substantial revision within 18 months will remain registered as a submitted student on the basis of 5.13.3 above, provided the original submission was not after the expiry of a period of CRS status. He or she will have access to UCL facilities and will be entitled to have one draft of his or her thesis read and commented on by his or her Principal Supervisor and/or Subsidiary Supervisor before re-submission. If a student's revisions require more supervision or further access to UCL laboratories or other facilities, he or she may be required to re-register as a fee-paying student for the period of this supervision or access.
2. A student who is required to re-submit must re-enter for the examination by completing the Examination Entry Form available from the Research Degrees Examination Entry webpages and will be required to pay a re-submission fee.

## 5.14 Supervisory Arrangements

### 5.14.1 Supervisors: General

1. Each UCL student registered for the MPhil, PhD, EngD, MD(Res) or MRes degree shall have appointed one Principal and one Subsidiary Supervisor, who shall be members of staff of UCL or members of staff of an institution with an approved agreement with UCL. All supervisors must be approved by their Faculty Graduate Tutor before they undertake supervision of research students.

*Further guidance*

1. Principal and Subsidiary Supervisors shall be appointed by the appropriate departmental/divisional Postgraduate Committee, or its equivalent body.
2. Honorary members of staff may be appointed as either Principal or Subsidiary Supervisors. However, approval must be obtained from the appropriate Faculty Graduate Tutor on behalf of the Research Degrees Committee. The appointment of an honorary member of staff as a Principal or Subsidiary Supervisor will be subject to consideration of adequate research activity, including publications and grant income. Honorary members of staff appointed as Principal or Subsidiary Supervisors are also governed by eligibility requirements set out in Section 5.14.2 below.
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<b>For Principal Supervisors</b>	
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1 Part-Time student	0.5
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### *Further guidance*

1. Students should refer to individual programme regulations for details of the duration of study and of any arrangements for part-time study.
2. The minimum registration period for Professional Research Doctorates or Continuing Professional Development (CPD) Doctorates for holders of Masters professional qualifications in the same area of professional practice is two years full time or four years part time.

## **6.5 Interruption of Study**

1. Interruption of Study may be granted by the UCL Director of Student Administration, provided that a statement of support from the Principal Supervisor and/or Head of Department/Division is received. If approved, the period of interruption of study granted will be initially not more than one calendar year and any further period of interruption of study will be considered one year at a time.
2. UCL may, at its discretion, grant an interruption of study to a student on grounds of illness or other adequate reasons. The need to take up or pursue employment during the programme will not be considered grounds for interruption of studies. Students and staff should refer to the Information on Interruption of Study for further guidance.
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3. If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.

## **6.9 Students Who Require a Visa to Study in the UK**

1. Under UK immigration requirements, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice. Enrolment will not take place without presentation of a valid passport and visa.
2. For further details on UK immigration requirements see the UCL [Immigration and Visa Information](#) webpages.

## **6.10 Dual Registration**

1. Students are not permitted to be formally registered for one programme of study at UCL at

completing the programme for reasons beyond his or her control may apply for an extension, as detailed in Section 6.12.3 below.

3. A student must be registered for the full duration of the programme of study before he or she will be eligible to take up CRS status. A student who changes from full- to part-time during the approved period of registration must have been registered for a minimum of one year part time before being entitled to two years of part-time CRS status.

#### 6.12.4 Extensions to the Completing Research Period

1. Students who cannot submit a thesis for examination and/or complete outstanding practicum assignments before the end of CRS, due to circumstances outside the student's control, may apply for an extension. The maximum period of extension is one year full time and two years part time.
  - i) Applications must be supported by a student's department/division and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the student's control.
  - ii) Work commitments or any duties carried out for a department/division are not considered grounds for extension; submission of a thesis is expected to be a priority.
  - iii) Applications on the grounds of the illness or termination of employment of the Principal Supervisor may be considered but departments/divisions are expected to make arrangements for alternative supervision under such circumstances.
  - iv) The Application for Extensions to CRS Form is available on the UCL [Changing Registration Status](#) webpages.

#### 6.12.5 Submission of Thesis and/or Documentation Relating to Outstanding Assignments after the End of CRS

1. Students who submit after the end of their CRS registration will require permission to do so. This must be supported by a student's supervisor or other departmental/divisional authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department/division require this.
2. Students who submit the thesis and/or documentation relating to outstanding assignments after the end of their CRS period will be liable for a Submission Extension F



5. A probationary member of academic staff may be appointed as Principal Supervisor if supervision is undertaken within the context of an experienced supervisory team comprising at least one demonstrably active researcher with experience of at least two successful supervisions.
6. A Research Associate may be invited to act as a Subsidiary Supervisor but must, in addition to the requirements specified for Subsidiary Supervisors:
  - i)

#### 6.13.4 Declaration of Personal Interest

1. All members of staff are required to declare any personal relationships with any student they are asked to supervise, or are already supervising.
  - i) A supervisor who declares such a personal relationship prior to appointment as supervisor for the student in question shall not be permitted to undertake supervision of that student, whether as Principal or Subsidiary Supervisor.
  - ii) A supervisor who declares such a relationship after having been appointed as Principal Supervisor for the student in question (unless the declaration is made within six months of appointment, in which case the supervisor shall not be permitted to continue in any supervisory capacity) shall no longer continue as Principal Supervisor but may continue to advise the student in an informal capacity.
  - iii) The role of Principal Supervisor (including responsibility for all decisions affecting the student's progress and assessment) shall in such instances pass to the Subsidiary Supervisor or the other supervisor nominated by the department/division.
  - iv) A supervisor who declares such a relationship after having been appointed as Subsidiary Supervisor for the student in question, subject to the permission of the departmental/divisional Graduate Teaching Committee, may continue as Subsidiary Supervisor, but shall not be responsible for, or be involved in, any decisions affecting the student's progress and/or assessment.

#### 6.13.5 Transfer of Supervisor to another Institution

1. Where a Principal Supervisor transfers to another institution, students assigned to that supervisor shall be assigned to another Principal Supervisor.

# 7 UCL-Student Relationship Terms and Conditions

## 7.1

the circumstances are continuing for a period of more than 30 days, either you or UCL may terminate the contract without liability immediately on giving written notice to the other.

8. UCL issues promotional materials in relation to its Programmes and study at UCL. While we endeavour to make sure those promotional materials are clear and correct, we cannot guarantee that they are or will be at all material times. Any promotional materials should be considered indicative and are not intended to be contractual.

## 7.2 Condition of Admission to UCL

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award you are entitled to and taking legal action against you to recover the outstanding amounts.

3. Fees are not normally refundable. Applications in writing for partial refunds will be considered in special circumstances. Refunds requested more than one year after payment has been made will not be considered.
4. In addition to the above, we may charge interest on any outstanding fee or charge (calculated

yourself with the [UCL Information Security Policy](#); this includes an awareness that failure to comply with these regulations may lead to disciplinary action, up to and including dismissal from UCL without notice, and may expose you to court proceedings attracting both criminal and civil liability.

## 7.9 Library Facilities

You will have access to UCL's Library facilities while you are a registered student at UCL. Your use of the Library facilities will be subject to the [UCL Library Regulations](#); you should familiarise yourself with those regulations. This includes awareness that failure to comply with those regulations may lead to certain sanctions, penalties and/or other disciplinary action.

## 7.10 Disability

The [UCL Student Disability Policy](#) outlines the ways in which UCL addresses the needs of disabled students. UCL is firmly committed to offering an excellent education to all students and central to this policy is UCL's intention to take account of individual need and to work with disabled students to find appropriate and practical solutions to any problems that might arise.

## 7.11 Insurance

UCL does not accept responsibility for any loss or damage to your property. You are advised to arrange relevant insurance against theft and other risks before coming to UCL. In certain circumstances, you may need to take out other types of insurance, for example health insurance while on an overseas placement. Any queries regarding insurance should be addressed in the first instance to your department.

## 7.12 Data Protection

Personal information on students is held by various UCL and University of London support services. The data is held for the purposes of operating several internal UCL or University of London processes, including admissions procedures and maintenance of your academic records after admission. The data is also required for the purposes of compiling statutory statistical and personal returns which UCL is obliged to make to certain external or governmental agencies. When you leave UCL, we will provide your information and data to UCL's Development and Alumni Relations Office (DARO). DARO will provide you with information on how they will use your information but you consent to us providing the information to DARO when you leave UCL. Further details are available via the [UCL General Statement on Data Protection](#).

4. UCL may also draw your attention to important information through announcements on UCL's website, Portico and through messages on the computer desktop when you log-on to UCL network.

## 7.14

# 8 Code of Conduct for Students

1. UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background. It was the first university in England to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute, this includes conduct whilst not on UCL premises.

**Good conduct means:**

In general realising that you are an ambassador for UCL and behaving accordingly. This applies anywhere and at any time but is particularly important in the local community around UCL, whilst on fieldwork, whilst on other study away from UCL, on the sports field and whilst engaged in any other UCL-related activity.

Recognising the diversity of the UCL community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.

Acting responsibly, being honest, being considerate, respectful and courteous towards others. Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied and abiding by the law.

**Whilst learning:**

Following the rules laid down by UCL for academic activity, the use of the Library, Information Services and other services





4. If a student's attendance falls below the attendance requirement so that a bar needs to be imposed, the teaching department must notify the student's home Department.
  - a)





interview and received a written warning that their studies are at risk of being terminated should the insufficiency continue.

4. Should the insufficiency continue or should any conditions that were made for the continuation of the student's studies at the interview and/or in the written termination warning not have been met, the Faculty must interview the student again.
5. If the termination of studies is confirmed, the Faculty must issue a formal written notification of the termination of studies and the reasons for it, including a reference to the appeals procedure.
6. Students have a right of appeal:
  - a) Appeals against a termination of studies on grounds of irretrievable academic insufficiency must be submitted within fifteen working days of the relevant notification and will be dealt with by UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Affairs).
  - b) Should a student be dissatisfied with the outcome of the appeal, he or she may then go through the procedures set out in Section 12: Student Complaints Procedure.

## 9.5 Suspension and Termination of Studies for Non-Attendance at Mandatory Faculty Interviews

1. Faculty Tutors and Faculty Graduate Tutors can summon students in their Faculty to mandatory Faculty interviews, requiring the student either to attend the interview at a set date and time or to make and keep an appointment by a set deadline.
2. If a student fails to do so, he or she will be written to by the Faculty Tutor or Faculty Graduate Tutor with a suspension warning, informing the student that failure to make and/or attend an alternative appointment by a set deadline will result in a suspension of studies.
3. If a student fails to make or attend the alternative appointment, the Faculty must send the student a formal letter confirming the suspension of studies and issuing a termination warning. The student must be informed that failure to make and/or attend a final appointment by a set deadline will result in a permanent termination of studies.
4. If a student fails to make or attend the final appointment, the Faculty must send the student a formal letter confirming the termination of studies and informing the student of the right to appeal.
5. Students have a right of appeal against a suspension or termination of studies for non-attendance at mandatory Faculty interviews:
  - a) Appeals must be submitted within five working days of the relevant notification and will be dealt with by UCL Academic Policy and Quality Assurance on behalf of the Vice-Provost (Education & Student Affairs).
  - b) Should a student be dissatisfied with the outcome of the appeal, he or she may then go through the procedures set out in

# Support to Study and Fitness to Study

10.1

have a welfare appointment with the Director of Student Support and Wellbeing. Students may also be required to sign up to a Student Learning Agreement.

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## 10.2.4 Appeal

# 11 Student Disciplinary Code and Procedure

UCL is a community and as members of this community students are expected to adhere to UCL's rules and regulations, to show respect for persons and property, and to behave in a way that does not interfere with the normal operations of UCL. Where there is reason to believe that rules and regulations have been broken, and/or when the behaviour of a student falls below the expected standards, as outlined below, the Disciplinary Code and Procedure

## Section 2: Jurisdiction and General Principles

### (a) Jurisdiction

4. The Disciplinary Code applies to all registered students of UCL.
5. The jurisdiction of this Code will extend, where appropriate, beyond UCL's precincts and will cover, for example, the conduct of students attending another institution or a work



the absence of a student, subject to the student having been properly notified of the date and time of the hearing, or in cases where criminal proceedings do not allow the student to attend in person.

16. UCL reserves the right not to proceed with any investigation following an allegation against the behaviour of a student if it is considered that there are insufficient grounds or evidence to do so.
17. During the application of this Disciplinary Code and Procedure, UCL reserves the right to adjourn any disciplinary investigation or hearing and reconvene at a later date.
18. The standard of proof to be adopted during the application of this Disciplinary Code and Procedure will be the balance of probability.
19. Where misconduct has occurred, and wherever appropriate, the intention will be to provide a corrective response in addition to any reasonable and proportionate punitive response.

**(d) Officers responsible for disciplinary matters**

20. The Registrar of UCL has the responsibility for dealing with disciplinary matters referred to her/him under the authority and with the powers granted to her/him in this procedure. Authority to refer a matter to the Discipline Committee rests with the Registrar. The Registrar may delegate this responsibility to the appropriate members of Student and Registry Services and all references to the Registrar in this Code and Procedure should be understood to include also such nominees.
21. The Registrar may also delegate authority for discipline in UCL Houses and Halls of Residence to Wardens of UCL Houses and Halls of Residence.
22. The Registrar may also delegate authority for discipline in UCL Libraries to the Director of UCL's Library Service or her/his nominee.

## Section 3: Definition of Misconduct<sup>1</sup>

23. Misconduct which may be the subject of disciplinary procedures under this Code is defined as improper interference with the proper functioning or activities of UCL, or of those who work or study in UCL, or action which otherwise damages UCL and/or its staff or students, including, but not limited to, the following:
  - (1) disruption or improper interference, whether on UCL premises or elsewhere, with the academic, administrative, sporting, social, cultural or other activities of UCL;
  - (2) obstruction or improper interference on UCL premises or whilst engaged in any UCL activity with the functions, duties or activities of any student, member of staff or other employee of UCL or any authorised visitor of UCL;
  - (3) violent, indecent, disorderly, threatening or offensive behaviour or language on UCL premises or whilst engaged in any UCL activity;
  - (4) fraud, deceit, deception or dishonesty in relation to UCL or its staff or students;

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<sup>1</sup> Examples of 'minor' or 'major' classifications of misconduct can be found at paragraphs 25 and 26 of this Procedure.

(5)







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76. Appeals against other penalties imposed by the Discipline Committee may also be made to the Discipline Review Body.
77. An appeal to the Discipline Review Body must be received by the Secretary to the Discipline Review Body within twenty-eight days of the date of notification of the written communication of the decision of the Discipline Committee to the student concerned.
78. An appeal against a sanction or sanctions imposed by the Discipline Committee may be made on one or more of the following grounds:
- (i) that the disciplinary process was not conducted in accordance with the above procedures;
  - (ii) that new evidence has become available which was not, and which could not reasonably have been made available at the time the case was considered;
  - (iii) that the penalty imposed was disproportionate to the offence.
79. The membership of the Discipline Review Body will comprise:
- (i) a Chair, who shall be appointed by the Council from among a panel of nominees approved by Council;
  - (ii) one person, not being a member of the UCL Council, UCL staff or a student, to be appointed by the Provost as and when the Discipline Review Body needs to be convened, from among a panel of nominees approved by Council;
  - (iii) an elected student officer of another University, normally from within the University of London, to be appointed by the Provost as and when the Discipline Review Body needs to be convened.
80. The Secretary of the Discipline Review Body will be an appropriate officer nominated by the Director of Academic Services. Such officer shall not have acted as Secretary to the Discipline Committee in the case concerned.
81. Consideration of an appeal by the Discipline Review Body will be by way of a review of the material/evidence considered by the Discipline Committee, along with its findings and subsequent decision and/or penalties and will include the following, to be supplied by the Secretary of the Discipline Committee:
- (i) a note of evidence taken before the Discipline Committee;
  - (ii) any documents submitted to the Discipline Committee as documentary evidence;
  - (iii) a note of the submissions made by or on behalf of each party;
  - (iv) a note of the findings and decision of the Discipline Committee.
82. The Discipline Review Body will normally consider appeals by review of the relevant paperwork, although it may, exceptionally, decide to arrange a hearing of the appeal.

### **Procedure for a meeting of the Discipline Review Body**

83. In the event of a hearing all parties will be notified of the date not less than seven workuhan seven

87. The Chair of the Discipline Review Body will then invite the Chair of the Discipline Committee to state the case for upholding the findings and decisions of the Discipline Committee.
88. In each case any witnesses will be asked to make a statement or confirm the contents of a written statement.
89. After all parties have made their statements the Chair and other members of the Discipline Review Body may ask the student and/or the Chair of the Discipline Committee and any witnesses any such questions as the Chair deems appropriate.
90. Having completed their questioning the Chair of the Discipline Review Body will ask the parties to withdraw.
91. The Discipline Review Body shall reach decisions by a simple majority.
92. The Discipline Review Body, having completed its discussion of the appeal and having reached a decision on the matter, the Chair shall recall the student and the Chair of the Discipline Committee to the meeting.
93. The Chair shall then announce the decision of the Discipline Review Body to the student and Chair of the Discipline Committee.
94. The Chair shall then declare the meeting of the Discipline Review Body closed.

#### **Decision of the Discipline Review Body**

95. The Discipline Review Body may allow the appeal wholly or in part or substitute its own findings and impose one or more of the penalties mentioned in paragraph 71 as the Discipline Review Body thinks appropriate. Otherwise the decision of the Discipline Committee will stand.
96. The Secretary to the Discipline Review Body will notify the student in writing of the outcome of the appeal within ten working days of the decision of the Discipline Review Body. The Secretary to the Discipline Review Body will also issue a Completion of Procedures letter to the student.

## 12 Student Complaints Procedure

place, and individuals named in a complaint will be made aware of the allegations and have

A registered student of UCL<sup>1</sup> on a recognised programme of study.

A group of registered students of UCL on a recognised programme(s) of study - in which case the group must nominate one person to be its spokesperson, representing the group in all matters relating to the complaint. Where it is a group application a decision will be made on whether to deal with the complaint under this procedure or via an Academic Review Panel. A former student provided that the matter about which a complaint is being made occurred within the specified deadline for that particular complaint as set out in the relevant process below.

Students at overseas UCL campuses are expected to use the complaints procedure of their local campus in the first instance. They are, however, also free to pursue a complaint through this Complaints Procedure if the complaint remains unresolved through the local procedure and provided that the complaint refers to a matter over which UCL has jurisdiction and power to deliver a remedy. In some cases, the complaints processes of overseas campuses may also be subject to the jurisdiction of local (e.g. state) or national legislation.

### **Anonymous Complaints**

14. Complaints require full investigation to enable resolution. Where a complaint is made anonymously, it will not be possible to undertake such an investigation. For practical reasons therefore, no action will be taken in the event of a complaint made anonymously.

### **Third Parties**

15. Anyone wishing to make a complaint is strongly encouraged to do so personally. A complaint received from a third party (including a parent) will be considered only with the express written permission of the person to whom the complaint relates giving the named third party power to act on their behalf.

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their complaint.

34. Complaints concerning alleged deficiency in teaching/supervision and/or unsatisfactory delivery/administration of a programme of study will not be considered if received after the student's results have been confirmed by UCL's Education Committee or Research Degrees Committee and published on Portico.
35. Complaints against unofficial results will not be considered. Formal complaints against the results of examinations can be made only when results have been confirmed by UCL's Education Committee or Research Degrees Committee and published on Portico.
36. Information regarding special circumstances (e.g. illness) must have been notified in writing with supporting documentation (e.g. a medical certificate), where appropriate, to the Departmental or Degree Programme Tutor as soon as possible but in any case not later than the day after the student's last examination in the session concerned. Extenuating circumstances not previously notified in accordance with UCL's Procedure for Extenuating Circumstances in force at the time of the complaint or relevant academic year will not be considered under this Procedure.
37. Non-Academic Complaints may include any matter which (i) falls outside the definition of an academic complaint, (ii) is not covered by another UCL procedure and (iii) affects a student's experience at or of UCL and requires a response.

### **The Complaints Process**

38. Where informal resolution is not possible, a student should submit to the Registrar (casework@ucl.ac.uk) a completed Student Complaints Form as soon as possible after the events to which it relates.
39. Subject to paragraphs 34-36 above and paragraph 41 below, all complaints must in any event be received by the Casework Team within twenty-eight days of the formal date of notification of the decision/award in question/event causing the complaint occurred.
40. If the form is received any later, the complaint shall be investigated only if evidence can be produced that the student has attempted genuinely to resolve the matter informally in accordance with Section 2 of this Procedure.
41. The Casework Team will acknowledge receipt of the complaint. Where necessary, further clarification on any issues raised in the complaint or on the academic status of the student may be sought at this time.
42. The complaint will be considered in the first instance by the Chair of the Complaints Panel (paragraphs 50-52 refer) and the Registrar and the student will be notified in writing by the Registrar of the decision to proceed/not to proceed with the complaint within ten days. If it is decided not to proceed with the complaint, the Registrar shall inform the student in writing of the decision, giving full reasons for this decision. The Registrar may delegate this responsibility to another member of Student and Registry Services staff and all references to the Registrar in this Procedure should be understood to include also the Registrar's delegate.
43. If it is decided to proceed with the complaint, the Registrar will notify the member(s) of staff concerned (i.e. the respondent(s)) that a complaint has been received.
  - 43.1. For academic complaints this will include the relevant Faculty representative and/or Head of Department and/or Chair of the Board of Examiners.
  - 43.2. For non-academic complaints this will normally be restricted to the head of the relevant unit of UCL.

44. The notification to the respondent(s) will include a copy of the complaint together with a copy of this Procedure and an invitation to respond formally to the complaint within fifteen days of notification. The respondent(s) may consult with any individuals who may have been involved or who may be able to provide information relevant to the matter under consideration.
45. The response will then be forwarded to the student who will also be given fifteen days to comment on the factual accuracy of the response.
46. The Registrar and Chair of the Panel will then determine, on the basis of the material presented, whether or not a decision on the complaint can be made. If it is decided that a decision can be made, the Registrar shall notify all parties in writing of the decision, giving reasons, as soon as is practicable and normally within ten days following the meeting between the Registrar and the Chair of the Panel. Depending on the outcome, this may include the issuing of a Completion of Procedures letter.
47. Where further consideration of the complaint is required, the Chair will establish a Complaints Panel (**Section 4** - Complaints Panel refers).

## Section 4: Complaints Panel

48. The Complaints Panel ('the Panel' hereafter) will consider the complaint and in so doing will:
  - a) accord equal procedural treatment to both or all parties concerned;
  - b) seek further clarification of the written evidence from whomever it feels appropriate;
  - c) interview the parties concerned.
49. The sole purpose of the Panel will be to investigate the grounds of the complaint by the student; the Panel will not in any way constitute or be seen to constitute a disciplinary hearing against the member(s) of staff or UCL department, faculty or service concerned.

### Panel Membership

50. In cases of an academic complaint involving undergraduate or taught graduate programmes of study the Panel membership will comprise the Dean of Students (Academic) as Chair, a Faculty Tutor from a Faculty other than that in which the student is registered and a student representative (normally a Sabbatical Officer of the UCL Union). Where the Dean of Students (Academic) is unable to act in the capacity as Chair he/she will nominate another Faculty Tutor to serve in this role.
51. In cases of an academic complaint involving a research programme, the Panel membership will comprise the Head of the Graduate School as Chair, a Faculty Graduate Tutor chosen from a Faculty other than that in which the student is registered and a student representative (normally a Sabbatical Officer of UCL Union). Where the Head of the Graduate School is unable to act in the capacity as Chair he/she will nominate another Faculty Graduate Tutor to serve in this role.
52. In cases of a non-academic complaint the Panel membership will comprise the Vice-Provost (Operations) (or her/his nominee) as Chair, a senior manager chosen from one of the Professional Services Divisions or Schools/Faculties and a student representative (normally a Sabbatical Officer of UCL Union).
53. The appointment of Panel members will be made with regard for an appropriate balance of diversity.
54. A member of staff from UCL Student and Registry Services may be appointed by the Registrar to support and advise a Panel as necessary in respect of UCL's Academic Regulations for Students and/or other relevant UCL regulations and procedures according to the nature of the complaint.
55. A member of staff from UCL Student and Registry Services will be appointed to act as Secretary to the Panel through whom all documentation will be passed. There will be no communication, either written or oral, between the Panel and either the student or the member or members of staff concerned.



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## 13 Public Complaints about UCL

1. Persons other than current staff or students of UCL who wish to make a complaint about their experience of UCL should follow the advice below.
2. Anyone who wishes to make a complaint about her/his experience of UCL should try first to resolve the matter informally, in consultation with either the person who has caused the complaint, or with that person's line manager, or with another appropriate person within the area of UCL where the complaint has arisen. If a complaint cannot be resolved informally, the person wishing to make the complaint should put details of the matter causing complaint in writing to the Vice-Provost (Operations) [rex.knight@ucl.ac.uk]. In order for a complaint to be considered, these details must normally be received by the Vice-Provost (Operations) no later than one calendar month after the date on which the event causing the complaint occurred. If the form is received any later, the Vice-Provost (Operations) will exercise discretion as to