



# UCL Academic Manual 2016-17

## Chapter 9: Life Learning Regulatory Framework

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[Please note that it may not yet be possible to fully implement some areas of these Regulations

# Table of Contents

1	INTRODUCTION .....	2
1.1	Definitions .....	2
1.2	Scope .....	3
1.3	UCL Life Learner statuses .....	3
2	ADMISSION, REGISTRATION AND CONDUCT .....	4
2.1	Introduction .....	4
2.2	Entry requirements .....	4
2.3	English Language requirements .....	4
2.4	Making an application for a UCL Life Learning activity .....	5
2.5	Accuracy of Applicant Information .....	6
2.6	Proof of Identity .....	6
2.7	Disclosure and Barring .....	7
2.8	Application Decisions .....	8
2.9	Period of Registration .....	8
2.10	Attendance Requirements .....	8
2.11	Code of conduct for Life Learners attending UCL .....	9
2.12	Complaints Procedure .....	10
3	CREDIT-BEARING LIFE LEARNING SHORT COURSES AND ACTIVITIES .....	11
3.1	Life Learning Credit Framework .....	11
3.2	Change of registered Life Learner status .....	12
3.3	Assessment of credit-bearing Life Learning short courses and activities .....	13
4.	APPROVAL OF LIFE LEARNING SHORT COURSES AND ACTIVITIES ...	17
4.1	Approval of new non-credit-bearing Life Learning short courses and activities .....	17
4.2	Approval of new credit-bearing Life Learning short courses and activities	

# 1 Introduction

## 1.1 Definitions

1. [UCL's Life Learning short courses and activities](#) ('Life Learning activities' hereinafter) represent the extension of UCL's learning landscape beyond provision of its qualification-bearing undergraduate and postgraduate degree programmes.
2. UCL Life Learning activities do not lead to a UCL qualification, but they may be recognised by a UCL Certificate of Participation or lead to the award of UCL academic credit (see section 3.1: Life Learning Credit Framework). In some instances, UCL Life Learning activities may also provide hours or points of verifiable CPD.

UCL's Life Learning activities include the following:



3. UCL Life Learners shall not have access to all of the facilities and services that are available to UCL Students and UCL Affiliates. Which facilities and services are available, including access to Library materials, will depend on their Life Learner status (see 1.3.1 above)



6. Where an applicant declares a disability, the admitting UCL department should make

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3. The following other UCL policies also relate to conduct and behaviour for all Life Learners:

Equalities  
Harassment and Bullying  
Health and Safety  
Security  
Energy Saving Information

4. The following link to sources of advice and assistance for Life Learner Associate Students and Attending Students:

Support to Study Policy  
Fitness to Study Procedure  
Examinations and Awards  
ISD Regulations  
Library Regulations  
UCL Union Rights and Advice Centre

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5. Where it is deemed appropriate, any matters relating to the infringement of UCL rules and regulations or the misconduct of Associate Student or Attending Student Life Learners will be referred to UCL's Disciplinary Code and Procedure.

Chapter 1, Section 11: Student\_Disciplinary Code and Procedure

## 2.12 Complaints Procedure

1. Any Life Learner who wishes to make a complaint about her/his experience at UCL should first try 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.
  2. Formal complaints should only be submitted if informal discussion fails to resolve the matter satisfactorily, or would be wholly inappropriate, and if there appear to be genuine grounds for making a complaint.
  3. If a complaint cannot be resolved informally, UCL has an established Student Complaints Procedure for dealing with both academic and non-academic complaints and representations from students. This Procedure shall also apply to Life Learner Associate Students and Attending Students.
  4. All other Life Learners, i.e. those on non-credit-bearing UCL Life Learning activities, shall have recourse be resolved informally. Where deemed appropriate and applicable, complaints involving Life Learners undertaking non-credit-bearing UCL Life Learning activities will be referred to the established Student Complaints Procedure
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### 3 Credit-bearing Life Learning short courses and activities

#### 3.1 Life Learning Credit Framework

##### **General**

1. This section describes the underlying structures and credit requirements of UCL's credit-bearing Life Learning activities.
- 2 UCL's credit-bearing Life Learning activities

10. Applications for advanced entry to UCL taught programmes will not be considered where

activity) may apply to change their status so that they opt not to undertake the assessment. In both circumstances, the application to change registered assessment status must be submitted by the learner to the course organiser by the specified deadline. Life Learners who opt out of taking the assessment option shall not be entitled to the award of the academic credits pertaining to the UCL Life Learning activity.

3. The application to change registered Life Learner status must be made to the Life Learning activity organisers in advance of the assessment on the activity taking place and by the specified deadline.

### 3.3 Assessment of credit-bearing Life Learning short courses and activities

#### **General**

1. The regulations governing assessment for credit-bearing UCL Life Learning activities are defined by the academic level of the activity – e.g. a credit-bearing Life Learning activity

8. In order to pass a credit-bearing Life Learning activity at undergraduate level (i.e. level 4, 5 or 6), a Life Learner must achieve a weighted average of 40%, plus 40% in any non-condonable component(s).
9. In order to pass a credit-bearing Masters-level Life Learning activity (i.e. those at level 7), a Life Learner must achieve a weighted average of 50%, plus 50% in any non-condonable component(s).

### **Reasonable Adjustments**

10. The Reasonable Adjustments regulations set out at Chapter 4 section 5 of the UCL Academic Manual define how UCL supports students with a disability throughout the learning, teaching

## Extenuating Circumstances

15. The Extenuating Circumstances regulations set out at Chapter 4, Section 6 of the UCL Academic Manual define the support available for UCL students who might experience something unexpected, significantly disruptive and beyond their control and which may affect their performance at assessment, such as a sudden, serious illness or the death of a close relative.
17. The Extenuating Circumstances regulations shall apply to all Life Learners registered as UCL Associate Students on credit-bearing UCL Life Learning activities. The regulations apply to summative assessments only. They do not apply to formative assessments or to absence from lectures, seminars, tutorials etc.
18. Further guidance about the types of circumstances which are generally considered to be extenuating can be found in Chapter 4, Annex 4.1.1: Grounds for Extenuating Circumstances.
19. Extenuating Circumstances Claims submitted by Life Learners will be considered in accordance with the Extenuating Circumstances Regulations, with the following exceptions:

Extenuating Circumstances submitted by Life Learners will be considered in a timeframe appropriate for the duration of the Life Learning activity;  
The Life Learning activity organiser or leader will fulfil the role of the Programme Leader (or equivalent);  
Decisions on Extenuating Circumstance claims will be referred to the Chair of the relevant Faculty/Department Extenuating Circumstance Panel for decisions under the authority of they



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marks for credit-bearing Life Learning activities. In the case of the latter, the regulations for Boards of Examiners at Chapter 4 Section 11 of the UCL Academic Manual shall apply in respect of:

- Terms of reference
- Constitution and Membership
- Quorum
- Candidate anonymity
- Confidentiality
- Conflicts of interest
- Involvement of External Examiners;
- All other procedures for the management of Boards of Examiners set out at Chapter 4 Section 10 of the UCL Academic Manual.

### **Publication of Results**

38. Course organisers are permitted to release unconfirmed provisional marks to Life Learners, prior to the formal publication of results by UCL.
39. Life Learners will be informed of the date when their examination results will be published.
40. UCL Associate Student Life Learners who complete the assessment for a credit-bearing UCL Life Learning activity will be eligible to receive an official transcript detailing their mark.

## **4. Approval of Life Learning short courses and activities**

### **4.1 Approval of new non-credit-bearing Life Learning short courses and activities**

1. All proposed new non-credit-bearing courses and activities to be offered as part of UCL Life Learning (i.e. short courses, professional development (CPD) and executive education) must be submitted for approval by the relevant Department/Division and Faculty if either of the following apply:
  - i. The course or activity is to require payment of a fee by participants;
  - ii. The course or activity is to result in the award of a UCL Certificate of Participation.
2. If neither of the above apply but the Life Learning course or activity is to require an





that approval of the module in question has already been confirmed through the process for approval of new programmes and modules described in Chapter 3 of the UCL Academic Manual: Programme and Module Approval Framework.

3. The CIQ for credit-bearing Life Learning activities is currently in development. This will in due course provide for the development and approval of new credit-bearing UCL Life Learning activities falling into the category of 4.2.1.ii above.

## 5. Quality review of Life Learning short courses and activities

### 5.1 Quality review of non-credit-