



SCHOOL *of*
ADVANCED STUDY

UNIVERSITY OF LONDON

Quality Assurance Framework

for

Postgraduate Teaching

with effect from October 2011

The School's quality assurance procedures are subject to the Statutes, Ordinances and Regulations of the University, published on the University website at <https://intranet.sas.ac.uk/qaf.html>.

The following Regulations and Ordinances are of particular relevance to quality assurance in the School:

Regulation 1: University of London Awards

Section A: Degrees and other awards which may be granted

Section B: Framework for award of degrees, diplomas and certificates

Section D: Academic standards and quality assurance

Section E: Regulations for degrees and other awards

Ordinance 15: Termination of Registration on Academic Grounds

Ordinance 17: Code of Student Discipline

Ordinance 18: Suspension and Termination of Registration of Students in Debt

Ordinance 19: Student Complaints

SCHOOL OF ADVANCED STUDY

CODE OF PRACTICE FOR STUDENTS AND SUPERVISORS

Supervisors' Responsibilities

1. In addition to the responsibilities listed in sections 6.26 and 7.2–7.5 of the School's Quality Assurance Framework, more generally supervisors have a responsibility to:
2. Treat students responsibly and with respect.
3. Familiarise themselves with all relevant Codes of Practice of the School of Advanced Study, the Quality Assurance Framework and School departmental supervisory practice.
4. Keep themselves up to date with best practice in relation to teaching and supervision. In the case of research, less experienced supervisors who have not supervised a PhD through to completion must attend the University's Supervisor training courses and have an internal mentor from within the School.
5. Be accessible to students during term time and advise them of any absences which are likely to exceed two successive weeks during the vacation. Keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.
6. Advise students on progress in a timely fashion and warn where work is not of the appropriate standard or is being produced too slowly, and of steps which might be taken to remedy the situation.
7. Provide written feedback on all written work submitted by the student and keep copies on file.
8. Ensure that students understand the requirements of the degree, provide guidance on the examination process, and help students to prepare.
9. Provide students with copies of all articles, chapters and extracts for 'essential reading' or information as to where these can be found before the start of the academic year if possible or at induction.
10. Avoid cancelling classes or meetings unless for a completely unavoidable reason (e.g. illness), and always advise Institute Administrators in good time. All cancelled classes/meetings should be re-arranged with students.
11. Treat student data with integrity and be aware of your responsibilities in relation to the Data Protection, Freedom of Information and Equality Acts.

Students' Responsibilities

1. In addition to the responsibilities listed in section 6.26 and 7.2–7.5 of the School's Quality Assurance Framework, more generally students have a responsibility to:
2. Read the documentation provided to them, including the regulations for their degree, the Codes of Practice, Student Handbooks and the Quality Assurance Framework.
3. Attend meetings with their tutors/supervisors as arranged and prepare adequately for them. Always check availability of their tutor/supervisor and not expect academic staff to be necessarily available over the summer period.
4. Extend courtesy in seeking agreement to take any periods of holiday absence and always notify tutors/supervisors in the event of unavoidable absence.
5. Send the supervisor an email following meetings summarising the key points discussed and listing the agreed action points and confirming the agreed date of the next meeting.
6. Familiarise themselves with guidelines on ethical research, data protection matters, and with health and safety and intellectual property regulations.
7. Familiarise themselves with the expectations and conventions regarding academic referencing, see Guidelines on Plagiarism and Academic Misconduct Policy.
8. Attend any research training and generic skills courses as agreed with their supervisor or required by their funding body. In the case of Research Students attend the compulsory induction programme.
9. Inform their supervisor promptly if there are any specific needs or circumstances likely to affect their work.
10. Discuss any teaching/supervisory problems with their supervisor or, if they prefer, with the Dean, Registrar or other responsible staff member. Any discussions will remain confidential if requested.

11. Attend prescribed instruction and meet deadlines for submitting work study diligently and seek help if you encounter difficulties of an academic or personal nature.
12. Respond promptly to reasonable requests from any member of staff.
13. Treat all fellow students, staff and visitors to the University with equal respect and behave responsibly at all times. Understand and comply with the University's Regulations when representing it or on its campus. Be aware that anti-social behaviour will not be tolerated. See Ordinance 17: Code of Student Discipline.
14. Students are encouraged to use the School's Complaints procedure (a copy of which will be given to students at registration) if they have any problems with their teaching or supervision, their course, fellow students or staff.

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SECTION 1 – ACADEMIC STANDARDS AND QUALITY ASSURANCE

- 1.1 Degrees, and diplomas based on programmes of study offered in the School of Advanced Study are awarded by the Vice Chancellor to students registered in the School, under regulations made by, or under procedures approved by, the Collegiate Council of the University.
- 1.2 Regulation 1, Section D, 68 provides that the academic quality assurance procedures of the School shall be approved by the Collegiate Council and determines the matters that shall be included, including that regard shall be had to the relevant provisions of the 'Academic Infrastructure' issued by the Quality Assurance Agency (QAA).
- 1.3 Definitions for the purposes of this Quality Assurance Framework (with capitalisation as shown): 'School' denotes the School of Advanced Study; 'Board' denotes Board of the School of Advanced Study; 'Directorate' denotes the Directorate of the School of Advanced Study; 'Institute' denotes an Institute of the School of Advanced Study; 'RTSC' denotes the Research Training Sub-Committee; 'degree' and 'diploma' denote a degree and a diploma of the University of London; 'Student' denotes a student proceeding to a degree or a diploma of the University, based on a programme of study offered in the School; 'programme of study' denotes the overall package of courses and dissertation (if appropriate) taken by a student leading to a degree or diploma; 'programme regulations' denotes the regulations specific to a programme of study, supplementary to the general regulations. 'Programme specifications' denotes the description of a programme in terms of learning outcomes and the means by which those outcomes are achieved and demonstrated, as required by the QAA. The status of Associate Student shall be accorded to persons, not being Students or External Students, who are registered by the School whilst taking a module(s) but with no intention of studying for an award of the School. Such students are usually registered at another Institution.

SECTION 2 – EXERCISE OF RESPONSIBILITY IN THE SCHOOL

The Board

- 2.1 The Board:
- (1) shall approve and keep under review this Quality Assurance Framework;
 - (2) may delegate to the School's Academic Quality and Standards Committee (AQSC) responsibility for agreeing the procedures, regulations and requirements contained or referred to herein;
 - (3) shall determine procedures for approval of new programmes of study;
 - (4) shall approve new programmes of study and significant changes to programmes of study, including the provisions for credit for study and assessment undertaken by Students at other institutions during their period of registration in the School for a degree or diploma;
 - (5) shall review programmes of study normally at intervals not longer than five years;
 - (6) shall report to the Collegiate Council as required;
 - (7) shall provide information to government and other official agencies as necessary, either through the University or direct, as appropriate.

Academic Quality and Standards Committee

- 2.2 The Academic Quality and Standards Committee (AQSC) shall constitute one representative from each Teaching Institute of the School; one student representative; up to three members external to the University; the Chief Operating Officer and Registrar of the School, and the Chair of the RTSC.
- 2.3 The AQSC shall exercise its responsibilities under 2.1(2) above so as to establish and maintain:
- (1) clear principles and procedures to enable the School to carry out its responsibilities in regard to quality assurance;
 - (2) mechanisms to ensure that such principles are respected and to enable it to respond with authority on the School's behalf;
 - (3) mechanisms to ensure full and proper response to the relevant demands of the University and of government and other official agencies, including, where appropriate, reference to the Code of Practice issued by the QAA.
- 2.4 AQSC will consider and recommend to the Board of the School of Advanced Study (SAS) policies and procedures necessary to maintain and enhance the academic standards and quality of all programmes of study, wherever they are delivered, taking account of local, national and international developments.
- Consider and recommend to the Board of SAS the introduction of new programmes of study leading to qualifications of the University of London.
- Consider and recommend to the Board of SAS proposals for the termination of specific programmes of study.
- Consider and recommend to the Board of SAS changes to existing programmes of study and any generic implications arising for School policy.
- Consider and recommend to the Board of SAS suspension of programme regulations and where necessary to review the policy implications of such requests.
- Approve External Examiner nominations.
- Consider the implications arising from the following matters, and make recommendations, as appropriate, to the Board of SAS:
- (i) reports from external agencies or professional bodies on the quality of the School's provision and submissions for external validations and departmental response thereto;
 - (ii) periodic programme reviews;
 - (iii) student evaluations and responses;
 - (iv) internal audits;
 - (v) summaries from External Examiners' reports;
 - (vi) the operation of the SAS Complaints Procedure;
 - (vii) issues arising from the Staff/Student Liaison system; and
 - (viii) issues arising from the University of London concerning the quality of academic standards.
- 2.5 AQSC shall bring to the attention of the Board such other matters as may be appropriate.
- 2.6 AQSC shall annually appoint, on the proposal of the Director of the Institute concerned, a committee or committees of each Institute offering a programme or programmes of study for taught Master's degrees, diplomas, or the degrees of MPhil and PhD. These committees – the Higher

Degrees Committee (HDC) in relation to taught Master's degrees and diplomas and the Research Degrees Committee (RDC) in relation to MPhil and PhD – shall have the responsibilities specified below. [The names of the committees may vary from Institute to Institute. The RDC may be coterminous with the HDC, or it may be a sub-group or a sub-committee of the HDC. See Section 5.]

- 2.7 Where it appears to AQSC from any report by an HDC or RDC, from an external or intercollegiate examiner's report or from other information, that an Institute is failing to comply with any of the requirements contained or referred to herein, or is otherwise departing significantly from good academic practice, AQSC shall request the Institute to report by a prescribed date on the action taken to correct the default. In the absence of such a report, or if AQSC considers that the report received is unsatisfactory, AQSC shall refer the matter to the Dean (see 2.11 below).
- 2.8 AQSC shall report to the Board not less than twice per year on the discharge of these functions.

Higher Degrees Committees (HDC)

- 2.9 An Institute's HDC shall be responsible for implementation of the School's regulations and the programme regulations in relation to the programme or programmes of study offered by the Institute for taught Master's degrees, certificates and diplomas (Sections 9 and 10).

Research Degrees Committees (RDC)

- 2.10 An Institute's RDC shall be responsible for implementation of the University's and the School's regulations in relation to programmes of study offered by the Institute for MPhil and PhD degrees (Section 11).

The Dean

- 2.11 On receipt of a reference under 2.7 above, and in other cases (see 4.14) where it appears to the Dean that there is a failure or departure such as is there referred to which could significantly harm the interests of the School or of any Student or class of Students, the Dean, after consulting the Director of the relevant Institute, the chair of AQSC, and the Registrar of the School, may take such action compatible with University regulations and requirements as appears to the Dean best calculated to avert or minimise the harm, including, but not limited to, the substitution of his or her own decision for any which the relevant HDC or RDC has made or was competent to make. Any such action shall be reported by the Dean to the next meeting of the Directorate, which may confirm, vary or terminate it.

SECTION 3 – PROVISION OF INFORMATION AND ADMISSION OF STUDENTS

- 3.1 Institutes shall provide clear, accurate and up-to-date information to applicants, to persons offered a place, and to Students, through information on websites, prospectuses, guidelines, regulations, individual letters and e-mails etc.
- 3.2 Information may be provided in different formats at different times, as appropriate. It should include the following:
- 3.2.1 General
- (1) the conditions for admission to a programme of study leading to a degree or other award;
 - (2) application and admissions procedures (including a commitment to respond to enquiries and applications within a stated period; e.g. an undertaking to respond to applications within three weeks);
 - (3) information and guidance for disabled students;
 - (4) fees and the payment of fees, including provision for payment by instalment; it should be stated clearly that non-payment of fees will result in de-registration; penalties for late payment should be stated;
 - (5) bursaries and scholarships, including eligibility conditions, mode of application etc.;
 - (6) information for MPhil/PhD study should include the conditions under which 'continuation' (writing-up) fees may be payable by MPhil and PhD Students;
 - (7) accommodation, careers and other student services;
 - (8) academic and non-academic support services.
- 3.2.2 For Master's programmes
- (1) programme regulations, programme specifications with learning outcomes, relevant guidelines and procedures; information about courses available and any restrictions or conditions on availability;
 - (2) the conditions to be satisfied for the award of the degree and for the award of the mark of Distinction (and of Merit where the programme regulations permit this designation); methods and timing of assessment, including (where appropriate) the period within which students can expect coursework to be marked and returned.
- 3.2.3 For MPhil/PhD programmes
- (1) the duration of the course of study; supervision arrangements, including the name(s) of the supervisor(s); procedures for monitoring and reviewing progress, for transfer from MPhil to PhD, and for transfer to 'continuation fee' (writing-up) status;
 - (2) the code of conduct for supervisors and students;
 - (3) information about skills and research training.
- 3.3 Information to accompany the offer of a place should make clear the obligations placed on and undertaken by Students and should include information about the code of academic discipline, and appeals and grievance procedures (the offer of a place should state how they can be obtained if these particulars are not routinely provided).
- 3.4 Information should be given to applicants offered a place on the arrangements for enrolment, registration, induction etc.
- 3.5 The School and the Institutes should carry out inductions for Students to provide information and guidance on academic organisation, the facilities available and of the academic context, including:
- the situation of the Institutes within the School and the University;
 - information on libraries, including entitlement and conditions of use of the Senate House Libraries (SHLs), Institute libraries, and other relevant libraries;
 - computer facilities;
 - library and information services;
 - research and skills training;
 - provision for disabled students; and
 - social, medical, welfare, careers and advisory provision, etc.
- 3.6 In all aspects of the provision of information and the admission of students, due attention must be paid to the University's Equal Opportunities policy and Data Protection guidelines, and the duties imposed on public bodies under the Equality Act.
- 3.7 All staff involved in the admissions process in the School and the Institutes should be appropriately informed about policies and procedures.

- 3.8 Each Institute should make appropriate provision for complaints and appeals in regard to admissions. Information on procedures should be available on the Institute's website.

SECTION 4 – QUALITY ASSURANCE: TAUGHT MASTER’S DEGREES

Higher Degrees Committees

- 4.1 An Institute’s HDC is appointed by AQSC. The HDC shall, other than in special circumstances, include all the members of staff of the Institute who are teachers on the taught Master’s Degree programme(s) offered by the Institute; it shall include at least two persons who are not members of staff of the school; who may be teachers on the programme(s); in the case that a programme involves teachers from outside the Institute the HDC shall include a reasonable representation of such teachers. The HDC shall include a Student representative who will be present for items of non-confidential business and to provide feedback from the student body.
- 4.2 The HDC shall meet at least twice per year.

Responsibilities of the HDC

- 4.3 (1) To consider and make recommendations to AQSC on proposals for new programmes of study, proposals for credit for courses undertaken at another institution, or in non-degree courses within the University, during the period of registration for a Master’s programme in the School, and significant changes to existing programmes of study. New programmes and significant changes in programmes of study are subject to approval by the Board – see 2.1(3) above); proposals for new programmes shall follow the procedures set out below (see 4.15–4.18 below);
- (2) To consider and make recommendations to AQSC on proposals for new courses contributing to programmes of study or changes to existing programmes not requiring the approval of the Board under the terms of the preceding sub-paragraph;
- (3) where flexibility is allowed in a programme of study, including provision for credit for study and assessment undertaken at another institution or in non-degree courses within the University, to determine and monitor the arrangements;
- (4) to monitor on a regular basis the effectiveness of programmes of study and courses, and their evaluation through review of programme specifications informed by formal procedures such as student questionnaires [see Note], regular reports on student progress through teachers’ meetings and other fora; such oversight shall include monitoring of the allocation of students to tutors or advisers, the availability of teachers, course co-ordinators and course directors for consultation by students, feedback from students through appropriate student representation, staff-student liaison committees and similar arrangements;
- Note** Student questionnaires should, as far as possible, be anonymous; they should relate to each course on the programme; they should be returned to the course teacher(s) as feedback; they should be reviewed by the Director of the Institute or such person or persons as may be delegated by the Director, who should be responsible for reporting to the Higher Degrees Committee of the Institute.
- (5) to receive reports from meetings between teachers, students and other staff, and to take action or make recommendations for action as appropriate;
- (6) to appoint internal examiners for each programme, and the chair of the Board of Examiners (see below, 4.6), and to make recommendations to AQSC for the appointment of external and intercollegiate examiners;
- (7) to receive reports from the Board(s) of Examiners, and from external and (where appointed) intercollegiate examiners, and to take action or make recommendations for action as appropriate;
- (8) to keep under review programme specifications, guidelines and procedures for programme(s) of study, including methods for review and suspension of such guidelines and procedures (see Section 3 above), and the information provided to applicants and Students;
- (9) to carry out formal programme reviews when required by AQSC (see below, 4.19–4.24).
- 4.4 In carrying out these responsibilities the HDC shall have regard to the adequacy of the staffing and other resources available to support the programmes and courses, including (but not limited to) the adequacy of readily available library resources.
- 4.5 The HDC shall transmit the minutes of its meetings to AQSC and shall, through its minutes or otherwise, report to AQSC on the following:
- (1) compliance with the requirement as to Boards of Examiners;
- (2) names and other relevant details of internal examiners put forward for appointment;

- (3) minutes of the relevant Examination Board(s);
- (4) examination results and statistics in the form required;
- (5) compliance with the requirement as to provision of information;
- (6) any action taken in implementation of special procedures and grievance procedures;
- (7) fulfilment of its obligations under 4.3 above;
- (8) any other information that AQSC may from time to time request.

Boards of Examiners

- 4.6 A Board of Examiners for each Postgraduate Taught Degree course shall be appointed annually by the Academic Quality and Standards Committee to act for examinations to be held in the calendar year commencing 1 January. One Board shall act for both full- and part-time courses in the same subject.
- 4.6.1 The Chairman of the Board of Examiners shall be a Professor, Reader or Teacher of one of the colleges of the University of London (including SAS).
- 4.6.2 The Board of Examiners shall include at least one External Examiner who is external to the University, internal examiners, those who teach on the course and one Intercollegiate examiner.
- 4.6.3 The number of examiners appointed to any Board shall be the minimum necessary for the efficient conduct of the examination and the AQSC shall ensure that the Board of Examiners appointed is competent to examine the course concerned at the Postgraduate Taught degree level.

External and Intercollegiate Examiners

- 4.7 In the nomination and appointment of External/Intercollegiate Examiners regard shall be given to the following:
 - (a) only persons of seniority and experience who are able to command authority should be appointed;
 - (b) an External/Intercollegiate Examiner should not normally be appointed from a department in an institution where a member of the inviting institution is serving as an examiner, although exceptions may on occasions be unavoidable; for example, in the case of subjects taught only in a very small number of institutions;
 - (c) former members of staff shall not be appointed as External/Intercollegiate Examiners at their former institutions before a lapse of at least three years or sufficient time for students taught by that member of staff to have passed through the system, whichever is the longer.
- 4.7.1 Persons invited to act as External/Intercollegiate Examiners will be invited to advise the Institute if they have any connections with any candidate on, or member of academic staff involved with, the relevant course, which would make it desirable for their appointments to be reconsidered.
- 4.7.2 External and Intercollegiate Examiners will be appointed annually. After service for a period of not more than four normally consecutive years, or, in exceptional circumstances, for such limited extension of this period as the AQSC shall determine he/she shall not be eligible for re-appointment until after a lapse of two further years.
- 4.7.3 External/Intercollegiate Examiners wishing to resign during their period of office should write formally to the Dean of the School, giving sufficient notice for the appointment of a replacement.
- 4.7.4 The termination of an External/Intercollegiate Examiner's appointment during his/her period of office shall rest with the Vice-Chancellor as Chairman of the Collegiate Council. This power shall only be exercised after consideration of a formal report on which the Chairman of the Board of Examiners and the Chairman of the AQSC shall have had the opportunity to comment. Grounds for such termination shall include that criteria for appointment are found to have been breached, and failure to fulfil duties in a timely way.
- 4.8 The terms of reference of Boards of Examiners are as follows:
 - (1) a formal approval process to be approved by AQSC;
 - (2) to monitor marking schemes and other criteria of assessment, including assessment of coursework, in order to ensure comparability and consistency between the various components of the programme (the QAA Code of Best Practice states that marking schemes 'shall have regard to (a) the totality of the programme of study and to the requirement for progression within it; (b) the requirement for the Student to achieve a satisfactory standard overall');
 - (3) to ensure that assessment is, and can be demonstrated to be, fair and impartial (as by double marking of scripts and anonymity of candidates at written examinations);
 - (4) to confirm the marks awarded for examination scripts and dissertations;
 - (5) to allow, within its powers of discretion, candidates to re-sit all or parts of an examination;

- (6) to consider special cases;
- (7) to make arrangements for a viva examination when necessary, in accordance with the regulations for the degree;

- 4.9 The proceedings and decisions of Boards and Sub-Boards of Examiners shall be minuted. Minutes shall be transmitted to the Institute's HDC; a copy shall be forwarded to AQSC.
- 4.10 The Board of Examiners shall report in the required form to the Dean of the School the results of candidates and any relevant special matters including the award of Distinction and, where the programme regulations permit such designation, of Merit.

Duties of and Reports by External and Intercollegiate Examiners

- 4.11 The duties of external and intercollegiate examiners include the requirement that they have regard to the totality of a degree programme and that they be involved in and particularly influential in the decisions relating to the award of every degree. The external and intercollegiate examiner(s) does/do not have the power of veto. The Board of Examiners, in reaching a decision which is at variance with the view of the external and intercollegiate examiners(s), must be confident of the grounds for its decision and its minutes must provide a reasoned explanation for such decision. If an external or intercollegiate examiner is not able to endorse the Board's decisions the chair of the Board and the external/intercollegiate examiner shall make written statements to the Vice-Chancellor, who will assess and if possible resolve the issue.
- 4.12 External and intercollegiate examiners' reports should assess at least the following:
 - (1) the aims and objectives of the programme of study and the appropriateness of these to the level of the award to which they lead;
 - (2) the suitability of methods of teaching and the adequacy of teaching as indicated by Students' performance in examination (including coursework or continuous assessment);
 - (3) the suitability of examination methods to the aims and objectives of the programme of study;
 - (4) the appropriateness of marking schemes for each element of assessment, of overall marking schemes for the programme and/or of schemes for the award of Distinction (and, where provided for under the programme regulations, of Merit);
 - (5) the fairness and impartiality of assessment procedures;
 - (6) the standard of internal marking in the various modes of study included in the overall examination of the programme of study;
 - (7) compliance with the regulations (e.g. on double marking, blind marking, approval of question papers and dissertation titles);
 - (8) the comparability of standard of programmes of study and of standard of assessment with equivalent programmes and assessment in the same or similar disciplinary areas in the UK (or, in the case of intercollegiate examiners, comparability with Colleges of the University), or such other comparison as may be appropriate.
- 4.13 External and intercollegiate examiners are required by the University to send their reports to the University within 15 days of the final examiners' meeting.
- 4.14 The Dean receives the reports of external and intercollegiate examiners from the Registrar. The Dean will forward reports, with such comments as may be appropriate, to the Directors of the relevant Institutes. It is expected that the Institutes will share these reports with the Student Representatives. Where the Dean is not satisfied with the action taken or proposed to be taken by an Institute in response to a report, the Dean may refer the matter to AQSC for consideration and possible action under 2.7 or, if the urgency and importance of the matter warrants it, may proceed under 2.11.

Approval and review of programmes of study

- 4.15 The approval of new programmes of study shall follow the procedure determined by the Board (see above, 2.1(3)). In approving new programmes of study and carrying out reviews of existing programmes the general guidance in the QAA Code of Practice shall be taken into account. The approval and review processes shall take due account of external reference points, national qualifications frameworks and any relevant national/European Union legislation
- 4.16 A proposal for a new programme of study for a Master's degree must be submitted by the Institute concerned to the AQSC for consideration. AQSC will forward proposals with recommendations to the Directorate for formal acceptance, if appropriate, by the School.
- 4.17 The proposal should include the following:
 - (1) justification in terms of:

- academic rationale, including the relevance of the programme in the light of developing knowledge and practice in the discipline, and the relationship of the programme with the mission and strengths of the Institute
 - the local context: compatibility with and enhancement of existing programmes and anticipated demand for the programme
 - the national context: comparable existing provision
 - relevance (where appropriate) to areas of professional work;
- (2) statement of staffing and other resources required and available (including staff from outside the Institute);
- (3) statement of consultation carried out, including consultation within the School and with external advisers (e.g. external examiners, external assessors), and with Students.

4.18 The details of the proposed programme should include:

- (1) programme structure, including alternative pathways as appropriate, with short bibliographies for each course;
- (2) programme specification, including intended learning outcomes;
- (3) scheme of assessment;
- (4) programme regulations (including number of contact hours);
- (5) a statement of intended fee levels;
- (6) target enrolment numbers and costings;
- (7) provision for Student and staff feedback;
- (8) planning and intended timetable for review of programme.

Programme reviews

4.19 Programme reviews shall be carried out in an agreed cycle. The aim of the review is to ensure the maintenance of the high quality of academic provision by assessing the quality and standards of programmes and the achievement of Students. The review process will ensure that:

- (i) Each programme and any awards embedded within it, meets its stated aims and objectives and is reviewed against appropriate points of reference including the University of London criteria for degrees, QAA's *Framework for Higher Education Qualifications* and any subject benchmark statement;
- (ii) Programmes remain current and valid in respect of developing knowledge;
- (iii) The academic standards of awards and the quality of the learning opportunities are maintained and possibilities for enhancement are identified;
- (iv) The extent to which students are achieving the intended learning outcomes is evaluated;
- (v) Where external bodies are involved in the delivery of the teaching, that there are appropriate mechanisms in place to guarantee the maintenance of quality and standards;
- (vi) Consideration is given to the adequacy of the resources available to support the programme.
- (vii) The programme specification is updated in the light of the review process.

4.20 **Documentation for the review**

- Self-Evaluation report by the Institute
- Programme specification and programme regulations (*see 4.25*)
- Prospectus, student handbook and other guidelines
- Details of and reports by External Examiners (*see 4.23*)
- Statistical data (*see Appendix 1*)
- Student, alumni and employer and/or doctoral supervisor feedback (*see 4.23*)
- Reports by QAA (if appropriate)
- An account of staff development undertaken by the course team in the preceding period.

4.21 The Self-Evaluation is an internal assessment, carried out by the Institute, of the strengths and weaknesses of the programme and, where weaknesses are identified, an indication of how they are being addressed. The following points should be covered:

- (i) Rationale for the programme, including overall aims and market demand;
- (ii) Assessment of the effectiveness of:
 - Teaching, learning and assessment and how they support achievement of the programme and aims and learning outcomes;
 - Student support mechanisms, including pastoral support and the monitoring of academic progress;
 - Student input and the use made of student feedback;

- External input, including responsiveness to comments from External and Intercollegiate Examiners;
 - Learning resources including library and information services, staff and accommodation;
 - Ways in which enhancement of the provision is achieved (e.g. through development of new courses, methods of assessment, etc.) and the dissemination of good practice.
- (iii) Consideration of results (including non-completions) and of the achievements of students in relation to the intended learning outcomes of the programme;
- (iv) Discussion of any future developments;
- (v) If applicable, the monitoring of any collaborative teaching activity.

4.22 **The review process**

The review will be administered by the Institute through its Higher Degrees Committee (HDC), on behalf of the Academic Quality and Standards Committee (AQSC). The Institute may set up a sub-committee to carry out the Self-Evaluation. Whether a sub-committee is set up or not, a student representative shall have input to the review.

The review will also involve independent peer assessment by a panel of assessors who should be external to the University (See 4.24.) The assessors will be appointed by the Dean on the proposal of the Institute, and will receive an honorarium paid by the School.

The HDC/review team will submit the Self-Evaluation to the assessors, together with relevant materials.

The assessors will write a joint report to the Dean of the School. They will be asked to comment under the following main headings, and on any other aspect that they see fit.

- Overview of the programme in relation to its aims, content and approach, notable strengths and recognised or potential weaknesses.
- Identification of current aspects of the programme which are particularly innovative and/or which represent good practice.
- Conclusions on quality and standards: whether intended learning outcomes are being achieved by students, quality and standards are being achieved, and the programme specification is being delivered.
- Conclusions on whether the programme remains current and valid in the light of developing knowledge in the discipline practice in its application, and developments in teaching and learning.
- Recommendations for actions to remedy any identified shortcomings, and for further enhancement of quality and standards.
- Consideration in the event of significant shortcomings of whether the programme should be deleted from the Institution's portfolio.

The Institute will submit a report to AQSC including the following.

- A statement of how the review was conducted, the relevant dates and who was involved.
- The names and relevant details of the external assessor in regard to the programme assessed.
- The Self-Evaluation report by the Institute.
- The report submitted by the external assessors to the Director of the Institute.
- Any response or comments the HDC considers may be necessary or useful to the AQSC.
- Recommendations for continuation of the programme in its current form, continuation with modifications or deletion.

4.23 Materials and data should include the following.

Programme specification (see 4.25)

Prospectus, student handbook, programme regulations and guidelines and information issued to students

External and intercollegiate examiners:

- Names and details of external and intercollegiate examiners over five years, including current year;
- External and intercollegiate examiners' reports over five years.

Statistical data for the current academic year and the previous two academic years:

- Programme monitoring templates
- Numbers of applications
- Total enrolments, showing:
 - Academic qualifications (or other qualifications if appropriate);

- Numbers of home fee and overseas fee students;
- Age, gender, ethnicity and disability (N.B. This information is routinely collected for HESA returns and will be provided to the review team by the Registry;
- Results obtained, including number of awards of Distinction (and Merit if permitted in the programme regulations) and number of failures and non-completions.

Student, alumni and employer and/or doctoral supervisor feedback:

- Student feedback (over three years): a synopsis of feedback, how it was collected and sampled, and how the Institute has responded to it (e.g. through a course review process);
- Feedback from former students: the Institute should seek feedback from a number of former students (five is suggested) on the value of the programme and their “student experience” in the Institute;
- Feedback from employers and/or doctoral supervisors: the Institute should seek views from a sample of employers and/or doctoral supervisors of graduates, *as appropriate*, on their perceptions of the value of the programme.

Changes in programme in the previous five years:

- Significant course changes;
- Significant changes in assessment and marking schemes;
- Other changes in programme regulations.

Any relevant reports by QAA on the programme or the Institute
Staff development report.

4.24 Requirement for external peer assessment

The QAA institutional audit process will include a judgement about the reliance that can be placed on the accuracy, integrity, completeness and frankness of the information that an HEI publishes about the quality of its programme and the standards of its awards. This judgement will contribute to the main audit judgement about the confidence that can be placed in the soundness of an institution’s management of quality and standards.

The QAA Handbook for institutional audit (Sept 2009) audit terms pays particular attention to the Agency’s expectations in two key areas: that institutions are making strong and scrupulous use of independent external persons and students in the internal periodic review of disciplines or programmes.

4.25 Programme specifications

QAA policy states that programme specifications should be made publicly available, and this will be monitored in institutional audits. The QAA “Guidelines for preparing programme specifications” (2006) include the following definitions:

- The term “programme” is used in the sense of “an institutionally defined curriculum route that leads to a named award”.
- A programme specification is a concise description of the intended outcomes of learning from a higher education programme, and the means by which these outcomes are achieved and demonstrated.
- Programme specifications should make explicit the intended outcomes in terms of knowledge, understanding, skills and other attributes. They should help students to understand the teaching and learning methods that enable the outcomes to be achieved; the assessment methods that enable achievement to be demonstrated; and the relationship of the programme and its study elements to the qualifications framework and to any subsequent professional qualifications or career.

Suspension of Regulations

4.26 Suspension of regulations will only be considered in extraordinary cases, where extraordinary is taken as meaning very unusual or remarkable and these cases cannot be dealt with by any other means. For example, where there has been unusual hardship or students have been overtaken by exceptional events and circumstances beyond their control.

4.27 Requests for the Academic Quality and Standards Committee’s suspension of regulations must be submitted in writing to the Registrar. Any such written submission must state the reason for the request and the case in support of suspension of regulations.

4.28 All requests for suspension of regulations and the decisions by or on behalf of the Academic Quality and Standards Committee shall be recorded by the Registrar.

- 4.29 Wherever practicable the opinions of the relevant Committee Body and any of its relevant sub-committees or the advice of their chairs shall be sought by the Registrar in preparing a case for consideration.
- 4.30 Suspension of regulations may be determined by the Chair of the Academic Quality and Standards Committee on behalf of the Committee, particularly those where an urgent decision is necessary in the interests of admission or examination of a student or group of students and where amendment of regulation is inappropriate.

SECTION 5 – QUALITY ASSURANCE: DIPLOMAS

- 5.1 An Institute's HDC shall be responsible for quality assurance for a programme of study offered for a diploma of the University.
- 5.2 The HDC of an Institute that offers a programme of study for a diploma shall normally include all the full-time teachers on the programme.
- 5.3 A Diploma of the University shall equate to 120 Credits.
- 5.4 A student can be awarded a Diploma after passing all taught elements of a programme, but stops short of proceeding to dissertation, if they have attained the relevant credits (section 5.3).
- 5.5 The HDC shall exercise the same responsibilities for diplomas as for taught Master's degrees.
- 5.6 New programmes of study and significant changes to existing programmes of study shall be subject to the approval of the School Board.
- 5.7 The HDC shall report to AQSC the relevant matters concerned with programmes of study for diplomas, as for taught Master's degrees.
- 5.8 The HDC shall appoint internal examiners and the chair person for each Board or Sub-Board of Examiners, and shall propose to AQSC names of persons for appointment as external and intercollegiate examiners.
- 5.9 Boards of Examiners and any Sub-Boards that may be required shall normally include all the teachers on the relevant programme(s), and shall always include the external and intercollegiate examiners.
- 5.10 The terms of reference of Board(s) of Examiners shall be as for taught Master's degrees. The proceedings and decisions of Board(s) of Examiners shall be minuted, and their minutes shall be transmitted to the HDC; a copy shall be sent to AQSC.
- 5.11 The duties of external and intercollegiate examiners and the procedures for reports shall be the same as for taught Master's degrees.

SECTION 6 – QUALITY ASSURANCE: MPhil AND PhD DEGREES

Research Degrees Committees

- 6.1 An Institute registering, or intending to register, students for MPhil or PhD must have a Research Degrees Committee (RDC), or must designate its Higher Degrees Committee (HDC) or a sub-group of its HDC to exercise the responsibilities appropriate to an RDC. In the following, 'RDC' means such a committee or sub-group.
- 6.2 The RDC is appointed by AQSC (see above, 2.6).
- 6.3 The RDC shall consist of the following:
- (1) except as in (3) below, not less than three members of the academic staff of the Institute who are involved in supervision for MPhil or PhD degrees;
 - (2) except as in (3) below, two persons of academic standing who are not members of staff of the School;
 - (3) in the case of an Institute with few academic staff or where it is otherwise impossible to meet (1) or (2) to ensure a membership of three is achieved, one of which shall be from outside the School;
 - (4) a student representative shall be present for items of non-confidential business and to provide feedback from the student body;
 - (5) such other persons as may be appropriate.
- 6.4 Where the Institute has one committee combining the functions of RDC and HDC, or where the Institute designates a sub-group of its HDC to exercise the responsibilities appropriate to an RDC, the composition of the committee shall be as specified in 6.3 above.
- 6.5 The RDC shall normally meet once a term.
- 6.6 The RDC shall be responsible for:
- (1) implementation of the University's and the School's regulations in regard to monitoring and quality assurance of programmes for the degrees of MPhil and PhD organised by the Institute;
 - (2) keeping under review the areas of research available in the Institute for the degrees of MPhil and PhD;
 - (3) admission of Students in accordance with the procedures determined by the School (see below, 6.9–6.10);
 - (4) appointment of supervisors in accordance with the procedures determined by the School (see below, 6.11–6.15);
 - (5) implementation of the School's code of practice in regard to the responsibilities of Students and supervisors, administrative procedures, and grievance and complaints procedures (see Section 7, below);
 - (6) monitoring Students' progress;
 - (7) approval of transfer of a Student's registration from MPhil to PhD or from PhD to MPhil in accordance with the requirements set out below (6.18–6.19);
 - (8) arrangements for supervision, and monitoring and review of such arrangements;
 - (9) agreement of examiners of research degrees.
- 6.7 In carrying out its responsibilities the RDC shall have regard to the adequacy of the staffing and other resources available to support the programmes of the Institute, including (but not limited to) the adequacy of readily available library resources.
- 6.8 The RDC shall forward its minutes to AQSC and shall, through its minutes or otherwise, report to AQSC the following:
- (1) compliance with the requirement as to provision of information;
 - (2) any action taken in implementation of special procedures and grievance procedures;
 - (3) permission to a Student to undertake off-campus study and the conditions attached (see 11.16–11.18, below);
 - (4) fulfilment of its obligations under 6.6 above;
 - (5) any other information that AQSC may from time to time request.

Admission of Students (Reference should also be made to the School's Admissions Policy)

- 6.9 Admission of MPhil/PhD Students shall require the agreement of the Institute's RDC. Applicants should be interviewed when possible; when this is not practical other appropriate measures must be taken. The admission procedure should normally include the nomination of a supervisor or supervisors.

- 6.10 The School's procedures, involving oversight of application materials by the Registrar, must be completed before an offer of a place is made to a prospective Student.

Appointment of supervisors

- 6.11 In accordance with the QAA Code of Practice for postgraduate research degrees, a Student shall have a minimum of one main supervisor; whenever possible supervision should involve a supervisory team. One person, who will normally be the Subject Supervisor, must be clearly identified as the point of contact for the Student. Subject Supervisors or Principal Supervisors will typically be research active, usually hold a doctorate and have experience of having supervised at least one research students to successful completion.
- 6.12 The Institute shall also take into account the supervisory load borne by the intended supervisor(s) to ensure that all Students may continue to receive the appropriate level of supervision, without detriment.
- 6.13 Where an Institute appoints as Subject Supervisor a person who is not a full-time member of the academic staff of the Institute, an appropriate person (normally the Director) shall take responsibility for supervision of the Student as the Supervisor of Record.
- 6.14 In the appointment of supervisors, the Institute shall take into account the duration of the intended supervisor's contract of employment at the Institute, or his or her expected retirement date, if this is known.
- 6.15 Whenever possible, the appointed supervisor will see the Student through to completion. If the supervisor moves to another institution, (a) supervision may be transferred to another member of staff in the original Institute, or (b) the Student may continue to be registered at the Institute, with a member of the academic staff of the Institute appointed as principal supervisor and the original supervisor as co-supervisor, or (c) the Student may, subject to the agreement of all parties, be transferred to the supervisor's new institution. If the supervisor retires or his/her fixed term contract expires the same provisions should apply – except that option (c) may not be available.

Progress review

- 6.16 The framework set out below applies throughout the School:
- (1) formal review of the Student's progress is carried out by the RDC at least once each year, at set times;
 - (2) the review includes written reports by the Student and the supervisor; it may include assessment of prescribed written work; it may include an interview with the Student;
 - (3) the results of progress reviews are recorded in the minutes of the RDC and in the Student's file.
- 6.17 Subject to the above, the Institute shall determine the procedures for regular formal review and report of Students' progress. The procedures and timetable should be clearly set out in the Institute's regulations and guidelines, and information should be readily available to Students.

Progression and upgrading of Research Students (Timetables may vary according to individual progress)

- 6.18 **FULL-TIME STUDENTS: Year 1** (timetable assumes September registration)
- All students are registered initially as MPhil students.
 - At the start of their studies, students will be required to submit a research plan to their supervisor(s) outlining the thesis topic and broad aims, projected timetable and methodology, proposed sources and initial bibliography.
- 6.18.1 **FULL-TIME STUDENTS: Progression from year 1 to year 2** (see also 6.18.2 below)
- In order to progress to a second year of study, students will be required, by end-June in year 1, to submit to their supervisor(s):
- a substantial piece of written work based on original research and at least equivalent to a chapter in length;
 - a brief outline of the whole thesis.
- The work submitted must demonstrate the student's ability to:
- engage critically with a range of primary sources and to provide an independent interpretation of them;
 - synthesize information and demonstrate that it provides context for the study;
 - organise arguments and ideas in a logical fashion.

Having considered the written work the supervisor(s) may recommend:

- that the student progress to year 2;
- that the student's registration be terminated;
- deferral of a decision for an agreed period, up to a maximum of six months, to allow the student time to rectify problems identified by the supervisors. Deferral of a decision may only take place once per candidate.

The supervisory recommendation is then submitted to the RDC of the Institute for consideration. All recommendations are subject to the approval of the RDC of the Institute and the usual Academic Appeals processes of the University of London.

6.18.2 **FULL-TIME STUDENTS: Year 2: Upgrading from MPhil to PhD**

If the student is considered to have progressed quickly enough by the end of year 1, the upgrade procedure may replace the year 1 to year 2 progression procedure described above. Normally, however, at some point between the end of year 1 and the end of year 2, in order to upgrade from MPhil to PhD, students should be required to:

- submit a substantial portion of the draft thesis (usually between 25% and 50%, but some supervisors will require substantially more) to an upgrade panel for consideration;
- attend an interview with an upgrade panel.

The composition of the upgrade panel should be as follows:

- an external assessor;
- an assessor with knowledge of the topic;
- the student's supervisor(s).

Having considered the written work and performance at interview, the upgrade panel may recommend to an Institute's RDC:

- that the student be upgraded to PhD registration;
- that the student should be advised to proceed towards a less substantial thesis for the degree of MPhil;
- that the student should be allowed to reapply for upgrading, within a specified period (not more than nine months), to allow time to rectify problems identified by the panel. Reapplication for an upgrade decision may only take place once.

The upgrade panel's recommendation is then submitted to the RDC of the Institute for consideration. All recommendations are subject to the approval of the RDC of the Institute and the usual Academic Appeals processes of the University of London.

Upgrade to PhD registration is conditional upon the RDC of the Institute being satisfied that the work is of a sufficiently high standard.

Deferral of the upgrade procedure may be made for six months in exceptional cases (for example, if students are away for long periods of fieldwork).

In exceptional cases, the upgrade process may allow the student to submit written work (as specified in 3.1) to an upgrade panel without the accompanying interview. In these cases, the panel recommendation, once it has been endorsed by the Institute's RDC, must be considered by the AQSC, accompanied by (a) a statement from the supervisor(s) as to why an upgrade interview is not necessary and (b) approval from the RDC of this exemption.

6.19 **PART-TIME STUDENTS: Year 1** (timetable assumes September registration)

All students are registered initially as MPhil students.

At the start of their studies, students will be required to submit a research plan to their supervisor(s) outlining the thesis topic and broad aims, projected timetable and methodology, proposed sources and initial bibliography.

6.19.1 **PART-TIME STUDENTS: Progression from year 2 to year 3** (see also 6.19.2 below)

In order to progress to a third year of study, students will be required, by end-June in year 2, to submit to their supervisor(s)

- a substantial piece of written work based on original research and at least equivalent to a chapter in length;
- a brief outline of the whole thesis.

The work submitted must demonstrate the student's ability to:

- engage critically with a range of primary sources and to provide an independent interpretation of them;
- synthesize information and demonstrate that it provides context for the study;
- organise arguments and ideas in a logical fashion.

Having considered the written work the supervisor(s) may recommend:

- that the student progress to year 3;
- that the student's registration be terminated;
- deferral of a decision for an agreed period, up to a maximum of six months, to allow the student time to rectify problems identified by the supervisors. Deferral of a decision may only take place once per candidate.

The supervisory recommendation is then submitted to the RDC of the Institute for consideration. All recommendations are subject to the approval of the RDC of the Institute and the usual Academic Appeals processes of the University of London.

6.19.2 **PART-TIME STUDENTS: Year 3–4: Upgrading from MPhil to PhD**

If the student is considered to have progressed quickly enough by the end of year 2, the upgrade procedure may replace the year 2 to year 3 progression procedure described above. Normally, however, at some point during year 3 and the first half of year 4, in order to upgrade from MPhil to PhD, students should be required to:

- submit a substantial portion of the draft thesis (usually between 25% and 50%, but in some supervisors will require substantially more) to an upgrade panel for consideration;
- attend an interview with an upgrade panel.

The composition of the upgrade panel should be as follows:

- an external assessor;
- an assessor with knowledge of the topic;
- the student's supervisor(s).

Having considered the written work and performance at interview, the upgrade panel may recommend to an Institute's RDC:

- that the student be upgraded to PhD registration;
- that the student should be advised to proceed towards a less substantial thesis for the degree of MPhil;
- that the student should be allowed to reapply for upgrading, within a specified period (not more than nine months), to allow time to rectify problems identified by the panel. Reapplication for an upgrade decision may only take place once.

The upgrade panel's recommendation is then submitted to the RDC of the Institute for consideration. All recommendations are subject to the approval of the RDC of the Institute and the usual Academic Appeals processes of the University of London.

Upgrade to PhD registration is conditional upon the RDC of the Institute being satisfied that the work is of a sufficiently high standard.

Deferral of the upgrade procedure may be made to the second half of year 4 in exceptional cases (for example, if students are away for long periods of fieldwork).

In exceptional cases, the upgrade process may allow the student to submit written work (as specified in 6.1) to an upgrade panel without the accompanying interview. In these cases, the panel recommendation, once it has been endorsed by the Institute's RDC, must be considered by the AQSC, accompanied by (a) a statement from the supervisor(s) as to why an upgrade interview is not necessary and (b) approval from the RDC of this exemption.

Appointment of Examiners

6.20 Examiners are discussed by the RDC, to whom nominations are made by the supervisor of the Student. The decision is approved by the Academic Quality and Standards Committee.

Conduct of Examination

6.21 Procedures for the conduct of examination for MPhil and PhD degrees are as specified in the University's Regulations for the degrees of MPhil and PhD, Regulation 1, Section E, 79–99.

6.22 Copies of examiners' reports for MPhil and PhD degrees are transmitted by the Research Degrees

Office to the candidate, and (via the Registrar of the School) to the Dean; the Dean will forward a copy to the Director of the Institute where the Student was registered, with such comment as may be appropriate. (See also 2.11.)

Regulations for the use of video/tele-conferencing for the *viva voce* examination

Principles

6.23 Video/tele-conferencing facilities may be used in *viva voce* examinations only when an examiner is based at such a distance from the University (normally outside the UK) that s/he is not able, for reasons of prohibitively high cost, difficulties of time or restricted mobility, to travel to the University in order to conduct or participate in a *viva voce* examination at an appropriate time.

6.23.1 The option of video/tele-conferencing will not be available for candidates.

Procedures for using video conferencing in *viva voce* examinations

- 6.24
- a) Advice should be sought, in the first instance, from the Registrar/Registry;
 - b) Video/tele-conferencing may be used only with the written agreement of the candidate and all proposed members of the panel. This agreement should be sought and confirmed prior to the proposal being considered by the AQSC;
 - c) The AQSC should be informed at the time of the appointment of the panel of Examiners of the intention to use video/tele-conferencing facilities in the *viva voce* examination. The AQSC has the right to request further information in relation to a proposal to use video/tele-conferencing or to refuse a request where it feels a strong enough case has not been made. The decision of the AQSC is final. In exceptional circumstances eg an emergency situation where the *viva* was intended to be conducted conventionally but an instant occurs which prevents this, the Dean can make the decision to proceed with a video or telephone link. The same principles will apply to this situation;
 - d) Where permission is granted the supervisor should appoint an independent Chair to oversee the proceedings. The Chair will take no part in the actual examining process. A Chair can be sourced from within SAS but must have had no contact with the candidate prior to the *viva*;
 - e) The lead supervisor is responsible for ensuring that all parties involved in the examination are informed of the details of the arrangements;
 - f) Any time differences between the two locations must be taken into account to ensure that the candidate is not disadvantaged by an examination taking place at an inappropriate time;
 - g) When arranging video conferencing the quality of the equipment and technological infrastructure used should be taken into account. Equipment must be tested prior to the event taking place. Contingency plans are essential in the event of technology failure;
 - h) The candidate must be given the opportunity to practice speaking to another party using the facilities in advance of the *viva voce* examination;
 - i) When concluding a *viva voce* examination which has involved video/tele-conferencing, all participants should be asked to confirm that the holding of the examination by video/tele-conference has had no substantive bearing on the examination process. Examiners will be invited to comment on the conduct of the *viva voce* examination using the standard examiner's report form and should refer explicitly to the use of video/tele-conferencing.

Responsibilities of Students and Supervisors

- 6.25 In addition to the School's Code of Conduct, detailed on page 2, the Student is expected to:
- (1) agree with the supervisor (or the Subject Supervisor where more than one supervisor is appointed) the topic for research, and work on that topic;
 - (2) discuss with the supervisor the type of guidance and form of comment found most helpful;
 - (3) agree on a schedule of meetings;
 - (4) take appropriate initiative in raising problems or difficulties in research;
 - (5) discuss training needs and opportunities, and undertake any research training or taught course or seminar required by the supervisor;
 - (6) produce work in accordance with the plan and schedule agreed with the supervisor, and, in particular, submit written material in sufficient time to allow for proper comment and discussion;
 - (7) provide formal progress reports as required (at least annually);
 - (8) discuss with the supervisor the preparation of the thesis and decide when to submit.

- 6.26 The supervisor is expected to:
- (1) give guidance on the nature of the research and the standard expected;
 - (2) advise on the planning of the research programme and appropriate training, and on the relevant literature and sources;

- (3) encourage familiarity with developments in the subject;
- (4) give advice about techniques and methods;
- (5) ensure that the student is fully aware of the progress of the work in relation to the expected standard and the agreed programme;
- (6) promote awareness of ethical and legal matters relevant to research, including plagiarism;
- (7) maintain contact through regular personal supervision in arrangements agreed with the Student, and provide reasonable access for consultation at other times;
- (8) direct the Student to undertake research training, attend taught courses, seminars and workshops etc. as necessary;
- (9) request written work as appropriate and return it with constructive criticism and in good time;
- (10) give detailed advice on completion dates of successive stages of the work so that the whole may be submitted within the scheduled time;
- (11) arrange for the Student to present work to staff/graduate seminars;
- (12) write reports on the progress of the work at least annually – such reports to be considered by the RDC within the prescribed progress review procedures and to be kept in the Student's record;
- (13) arrange for the necessary administrative steps to be taken and ensure the Student receives any help necessary.

Administrative procedures

- 6.27 The Institute, through its RDC and by other appropriate means, will ensure that appropriate administrative procedures are followed, including the maintenance of records of meetings (of the RDC or of other bodies or persons in the Institute if appropriate) and reports concerning progress of MPhil and PhD Students.

Grievance procedures

- 6.26 A complaint by a Student in respect to study and supervision for MPhil or PhD will be dealt with as set out below (Section 7).

Suspension of Regulations

- 6.27 Suspension of regulations will only be considered in extraordinary cases, where extraordinary is taken as meaning very unusual or remarkable and these cases cannot be dealt with by any other means. For example where there has been unusual hardship or students have been overtaken by exceptional events and circumstances beyond their control.
- 6.28 Requests for the Academic Quality and Standards Committee's suspension of regulations must be submitted in writing to the Registrar. Any such written submission must state the reason for the request and the case in support of suspension of regulations.
- 6.29 All requests for suspension of regulations and the decisions by or on behalf of the Academic Quality and Standards Committee shall be recorded by the Registrar.
- 6.30 Wherever practicable the opinions of the relevant Committee Body and any of its relevant sub-committees or the advice of their chairs shall be sought by the Registrar in preparing a case for consideration.
- 6.31 Suspension of regulations may be determined by the Chair of the Academic Quality and Standards Committee on behalf of the Committee, particularly those where an urgent decision is necessary in the interests of admission or examination of a student or group of students and where amendment of regulation is inappropriate.

SECTION 7 – ACADEMIC DISCIPLINE; COMPLAINTS; HARASSMENT AND DISCRIMINATION

Academic discipline

7.1 The following regulations form part of the agreement made by the Student in accepting the offer of a place to study for a degree or diploma in the School.

Attendance and academic performance

7.2 Students are expected to attend regularly the scheduled classes and seminars on their courses and to be available for consultation with tutors with reasonable notice. A Student who is unable to attend a class or other arranged meeting should inform the tutor or supervisor (via the appropriate administrative officer or directly). Prolonged absence caused by sickness must be reported to the Institute, and medical evidence must be provided.

7.3 The provisions of Ordinance 15 [Termination of Registration on Academic Grounds (other than failure in a prescribed examination)] shall apply. A Student's registration may be terminated on academic grounds where his or her academic performance, progress, attendance or attainment falls below the required standard in a way that suggests that the course of study is unlikely to be completed satisfactorily or successfully. This includes (but is not limited to) absence from classes, seminars or other required activities, failure to submit required work, submission of work significantly below the required standard, and any other factors that impede academic progress, such as lack of cooperation with a tutor or supervisor.

7.4 Lateness in submitting written work in taught Master's degrees and diplomas, without cause acceptable to the Institute, will result in a penalty in the mark awarded, or in the work not being marked. The sanctions, and the conditions for their application, must be included in the relevant guidelines and communicated to Students.

7.5 The Board of Examiners will receive a report on mark deductions or other penalties for late submission of work.

7.6 Proceedings under Ordinance 15 are not disciplinary proceedings and termination of registration is not a disciplinary sanction. If the academic grounds constitute misconduct as defined in the Code of Student Discipline (Ordinance 17), then proceedings shall be instituted under that Code. This procedure shall not be used where separate procedures are provided under other Ordinances such as those in the case of debt (which includes a failure to pay fees or other charges) or where specific conditions relating to registration are not fulfilled, leading to cancellation of registration, failure to register or failure to renew registration.

Warnings about academic performance

7.7 A Student whose academic performance gives cause for concern will:

- (1) receive a written warning from the course director (or equivalent) or the Student Supervisor, including the conditions that must be satisfied to remedy performance, when the conditions must be met, and to whose satisfaction; and
- (2) be offered counselling by his or her personal tutor or by a senior officer of the School of Advanced Study.

7.8 The warning may be repeated and the conditions may be varied after further meetings with the Student. A written record shall be retained of any such warning and a copy sent to the Student.

7.9 In serious cases where:

- (1) a warning would not be appropriate; or
- (2) a warning cannot be issued (e.g. because the Student cannot be contacted); or
- (3) the warning is ignored; or
- (4) academic performance remains unsatisfactory after due warning has been given; registration may be terminated as set out in paragraphs 7.12–7.28 below.

Academic insufficiency caused by medical or health reasons

7.10 If it appears to the Central Academic Body, or if the Student alleges, that the academic grounds for termination of registration may be brought about by medical or health reasons, including mental ill health or substance abuse, the Central Academic Body before commencing proceedings may seek, and may require the Student to seek, professional advice. The Institute may require a Student to undergo a medical examination or to provide evidence from a medical practitioner.

7.11 The Institute shall consider the evidence and medical advice and the prospects of improvement enabling completion of a course. In the light of this advice, the Institute shall consider if a period of interruption of study would be more appropriate than termination of registration. Any material available to the Institute shall normally be supplied to the Student.

Termination of registration

- 7.12 Registration in respect of Institutes of the School may be terminated on academic grounds by the Dean.
- 7.13 A recommendation that registration be terminated under Ordinance 15 may be made to a Director of an Institute by a course director (or equivalent) or the Student Supervisor, but only after a warning has been issued and counselling has been offered as in 7.7 above, the time for satisfying any conditions in that warning has elapsed, and in any event not less than four weeks have elapsed since the written warning. Proceedings may be initiated by a Director without such a recommendation, provided that the conditions mentioned in 7.7 have been satisfied.
- 7.14 The Director may (a) summarily dismiss the recommendation, at the Director's discretion, or (b) arrange for an interview with the Student.
- 7.15 The Student shall be sent written notice at least 10 working days in advance of the interview, including the reason for it, a copy of all relevant information received by the Director and a copy of this Ordinance. The Student may be accompanied during the interview by a member of the University and will be given an opportunity to speak and ask questions.
- 7.16 The Director may require attendance at the interview of other persons from the Institute (normally the Student's personal tutor or supervisor) and shall consider a request from the Student for attendance of other persons. The interview will be conducted at a time and place and in a manner which seems to the Director most appropriate. The interview may be conducted notwithstanding the non-attendance of any other person provided that the Director and the Student are both present.
- 7.17 The Director may reach a decision without interviewing if the Student cannot be contacted or fails to attend after due notice.
- 7.18 After the interview, or the date fixed for the interview if the Student was absent, the Director must within five working days reach one of the following decisions:
(1) that termination of registration is not justified; or
(2) that termination of registration is not justified but there are sufficient academic grounds to justify a recommendation for termination of registration unless a particular course of action is followed, or on some future event; or
(3) that termination of registration is justified and a recommendation will be made to the Dean for the termination forthwith of the Student's registration.
- 7.19 The Director shall within 10 working days of the decision inform the Student of the decision either orally (in which case it shall be confirmed in writing), or in writing, stating any conditions required under 7.18(2) above.
- 7.20 Where a decision under 7.18(3) is taken, the Student will be given at least 10 working days to make a submission to the Dean, who will consider the submission together with the recommendation in making a decision under 7.12 above. The Director shall inform the Student of the right to make such a submission at the same time as the decision under 7.18 is communicated.
- 7.21 In accordance with 7.12 above, the Dean, having considered the recommendation and any submission by the Student, may either terminate the registration, refer the matter back for further consideration or determine that the matter is closed.
- 7.22 The Dean shall inform the Director and the Student of the decision, and of the right of appeal.
- 7.23 A request for a review of determination by the Dean under 7.21 may be made by the Student to the Vice Chancellor. Fresh evidence may be advanced in support of a review only where it could not reasonably have been made available at the time of the interview.
- 7.24 The Vice Chancellor shall review the case and make such enquiries, if any, as the Vice Chancellor deems appropriate. The Vice Chancellor shall hold an oral hearing only if the Vice Chancellor so decides, but normally will not do so.
- 7.25 If a hearing is to be held, the Student shall be sent written notice at least 10 working days in advance of the hearing, including a copy of all relevant information available to the Vice Chancellor. The Student may be accompanied during the hearing by a member of the University and will be given an opportunity to speak and ask questions.
- 7.26 The Vice Chancellor shall either:
(1) rescind the decision to terminate registration, with or without conditions; or
(2) confirm the termination of registration.

- 7.27 The Vice Chancellor's decision after the review shall be final.
- 7.28 The Vice Chancellor shall arrange for the Director of Administration to inform the Student of the decision within 10 working days either orally (in which case it shall be confirmed in writing), or in writing. If the Student's registration is not to be terminated, the communication to the Student shall state any conditions the Vice Chancellor requires.

Complaints

7.29 A complaint by a Student on matters (including academic matters) other than those referred to in 7.2–7.6 above will be dealt with using the following procedure. This procedure reflects the model procedure set out in Ordinance 19: Student Complaints. The emphasis is on informality, with the object of solving problems quickly, simply and fairly. It is hoped that most issues can be settled amicably at the first stage, and that complaints will only exceptionally reach the third stage. Every effort shall be made to ensure that complaints are dealt with within the maximum time limits set out below.

(i) First Stage (Mention of Grievance). The object of this first stage is to resolve problems quickly and simply, with the minimum of formality. A Student should initially raise a grievance with the member of staff concerned. If the Student feels unable to approach that person, he or she should raise it with an appropriate senior member of the academic or administrative staff of the Institute. Issues of a non-personal nature (e.g. problems with a particular practice within the relevant Institute) might be raised at the Staff-Student Liaison Committee or equivalent body in the Institute. The first stage should normally be completed within two weeks of the grievance being raised. Students may seek advice regarding making complaints and other sources of help from the Registry.

(ii) Second Stage (Informal Complaint). If the matter cannot be resolved satisfactorily at the first stage, the Student may refer it to the Director of the Institute as an informal complaint. The Director has discretion as to how the complaint is investigated and determined. The Director shall keep an informal record of each complaint – the name of the complainant, the nature of the complaint and how it has been resolved. The second stage should normally be completed within two weeks of referral to the Director.

(iii) Third Stage (Formal Complaint). If the matter cannot be resolved satisfactorily at the second stage, or in the event that the student is not satisfied that the grievance has been dealt with satisfactorily, the Student may make a formal complaint to the Dean. Only in exceptional circumstances will the Dean consider a complaint that has not been through the two previous stages. The Dean will investigate and will resolve the matter if he or she is able to in whatever way he or she deems appropriate. The Dean shall determine the question as soon as practicable, and shall give written notice to the Student, the Director of the Institute and the Registrar of the School of his or her decision and any action taken or to be taken. Appropriate records will be kept by the Registrar. The third stage should normally be completed within six weeks of referral of a formal complaint to the Dean.

- 7.30 A Student who has exhausted the above procedure but remains unsatisfied with the handling or the outcome of a complaint, including any grievance concerning the procedures applied by or decision made by the Dean, may write to the Vice Chancellor.
- 7.31 Complaints which are allegations of malpractice or concern some other matter which the Student believes he or she is unable to raise in the relevant Institute shall be made in accordance with the University's Public Interest Disclosure Procedure.
- 7.32 There shall be no disciplinary or other adverse implications for a Student who makes a complaint or allegation providing the Student acts in good faith, within the law, and not vexatiously, or with malice, and in accordance with established procedures including those above.
- 7.33 The Office of the Independent Adjudicator for Higher Education. The procedure above completes the University's consideration of the matter. Attention is drawn, however, to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available on the website of the OIAHE: www.oiahe.org.uk. Postal address: Office of the Independent Adjudicator for Higher Education, Fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Tel. 0118 959 9813.

Harassment and discrimination

- 7.34 The following paragraphs reflect the provisions of Ordinance 19: Student Complaints (Annex 2: Model Procedure on Harassment, Discrimination and Bullying of Students).
- 7.35 The University does not consider it to be acceptable for a Student to be subjected to discrimination or harassment in any form by a fellow Student, a member of staff, or by any other person on University premises or in connection with their study in the University. If possible, the Student should make it clear to the person causing offence that their behaviour is unacceptable. If direct representation is not possible, or is not effective, the Student may seek help and advice as follows.
- 7.36 The Student is advised to seek a confidential interview with the person designated in the Student's Institute. The 'person designated' shall be the Director of the Institute unless otherwise stipulated. If the Director (or other person designated) is the subject of the complaint, the person designated will be the Dean of the School. The purpose of a confidential interview is to discuss the nature of the problem and arrive at an acceptable solution. Further action will not normally be taken without the express permission of the Student. However, it will usually not be possible to deal with the matter adequately if such permission is withheld.
- 7.37 If the problem is serious or has not been resolved as a result of the confidential interview, the Student may make a formal complaint (as set out in Annex 1 to Ordinance 19) which will lead to the initiation of disciplinary proceedings. It will be useful for the Student to keep a note of the details and dates of relevant incidents.
- 7.38 Institutes will keep lists of organisations and individuals which will provide additional help and advice, especially in more serious cases.
- 7.39 The University's 'Policy in Respect of Offences that are also Criminal Offences' is set out at Annex 1 to Ordinance 17: Code of Student Discipline. A Student who is the victim of a racial, sexual or physical assault may seek help from appropriate organisations, lists of which will be kept by each Institute, and may report the matter to the police.

SECTION 8 – GENERAL REGULATIONS FOR STUDENTS OF THE SCHOOL

General

- 8.1 The General Regulations in this Section apply to all programmes of study for degrees and diplomas of the University offered within the School of Advanced Study. Particular regulations for taught Master's degrees, for diplomas and for MPhil and PhD degrees are set out in Sections 9, 10 and 11, respectively.
- 8.2 The following degrees of the University of London may be awarded on the basis of programmes of study offered in the School:
- PG Certificate (PG Cert)
 - PG Diploma (PG Dip)
 - Master of Arts (MA)
 - Master of Research (MRes)
 - Master of Science (MSc)
 - Master of Philosophy (MPhil)
 - Doctor of Philosophy (PhD)
- 8.3 A person may be enrolled as an occasional student at an Institute as following a programme of study or a programme of research that does not have the purpose of obtaining any degree or diploma of the University (Section 12).

Amendments to Programmes

- 8.4 Six months' advance notice will normally be given of the commencement of a programme of study not previously offered, or a combined programme in a combination of subjects not previously offered.
- 8.5 Save in exceptional circumstances, no amendment to the regulations for a programme will be authorised later than the commencement of classes or other formal tuition in the programme for the year in which the amendment is to take place.

Entrance requirements

- 8.6 In order to be registered for a degree or diploma programme in the School, a candidate must satisfy the entrance requirements and the conditions of admission in Sections 9 (for Master's), 10 (for Diplomas) or 11 (for MPhil/PhD) below, as appropriate.
- 8.7 An applicant for registration will be required to meet any additional entrance requirements specified in the relevant programme regulations, including language and other tests prescribed by the Institute.
- 8.8 An applicant for admission to a degree or diploma programme who fails to pass a prescribed qualifying examination, other than tests falling into the categories in 8.7 above, may only re-enter for the qualifying examination by special permission of AQSC.

Registration as a Student of the School

- 8.9 Students register at an Institute in the School, except that, where a Master's programme involves collaboration with a College of the University it may be agreed between the Institute and the College that a Student should register at the College. Such a Student shall, nevertheless, be treated in all relevant respects as if he or she were registered at the Institute.
- 8.10 Application for admission must be made in a form approved by the School and must follow the procedures of the School and the Institute.
- 8.11 Except with the special permission of AQSC:
- (1) no person may register concurrently for more than one degree or diploma of the University, or for any combination of such awards, except where the Student wishes to register as part of a prescribed overseas study placement;
 - (2) a person who has entered an examination for a degree or diploma of the University may not register in the School for another degree or diploma until the examination requirements for the first qualification are completed;
 - (3) no person may be registered as a Student or as an Occasional Student while registered as a student for an equivalent qualification of another university or other institution;
 - (4) no person may enter an examination leading to an award of the University who has been admitted as a candidate for examination leading to a comparable award of another university or other institution unless he/she has pursued a different and separate curriculum.

- 8.12 Notwithstanding the provisions of paragraph 8.11 above:
(1) an Institute may register for a taught Master's degree a person who is registered for a qualification at a university or comparable institution outside the UK, provided that such registration has been approved by AQSC;
(2) special arrangements will be made on a case-by-case basis, subject to the approval of AQSC, for Students registered under joint supervision ("co-tutelle") agreements with higher education institutions outside the UK – see 11.2 below.
- 8.13 No person who is registered as an external student of the University or as an Occasional student of another Higher Education Institution may be registered or enrolled concurrently as a Student of the School.
- 8.14 Application for registration as a Master's Student must normally be made prior to 31 August in the year for which registration is intended, and in any case not later than 1 November in the year for which registration is intended.

Duration of study

- 8.15 A programme of study must extend over the period of time prescribed in the regulations. (See below, Sections 9, 10, 11, for Master's, Diploma and MPhil/PhD respectively.)

Examination marks and notification of results

- 8.16 For the purpose of guidance feedback will normally be given to students on their performance in assessed coursework. Such information will be timely and constructive and is intended to identify areas for improvement as well as commending achievement and where possible relating to learning outcomes and grades. Where this includes a mark or grade Students must be advised that marks are provisional until confirmed by the Examination Board which may amend marks in reaching its decision.
- 8.17 Institutes will publicise and use clear assessment criteria and marking schemes, and ensure that Students are aware of, and understand, the criteria that will be used.
- 8.18 Every candidate will be notified by the University of the result of his/her examination.
- 8.19 A diploma under the seal of the University will subsequently be delivered by the University to successful candidates.

Fees (to be read in conjunction with the School's Tuition Fee Policy)

- 8.20 Tuition fees are normally paid to the Institute where the Student is registered, except as noted in 8.9 above, where fees may be paid to the Institute or to the collaborating College, according to arrangements for the particular programme.
- 8.21 The procedures for payment of fees, including provision for payment by instalment, will be determined by the School. Each Institute will be responsible for implementation of the procedures, which may be subject to discretionary variation in particular circumstances.
- 8.22 Full registration or continued registration is conditional on the appropriate fee being paid. If the fee, or the due portion of the fee, has not been paid by the due date, registration may automatically lapse without notice. Penalties for late or non payment will be made as indicated in the School's fee policy.

Student indebtedness

- 8.23 In addition to the provisions of 8.22, under the terms of Ordinance 18 an Institute or the School may recommend to the Dean that the registration of a Student who is in debt to the University or to a College or an Associated Institution be suspended or terminated.
- 8.24 A recommendation for suspension of registration shall include a recommendation for the conditions that must be satisfied before suspension is lifted. These shall normally include a requirement that the outstanding debt be paid in full and may include undertakings to be given about future payments or other matters. Recommendations for termination of registration will only be made in serious cases of debt.
- 8.25 The Registrar shall maintain a register of persons whose registration is suspended or has been terminated. Information on examination performance may be given to a person on the register, but they will not be allowed to graduate on their transcripts.

Further registration for the same degree

- 8.26 Except where the regulations provide otherwise, a Student who has been awarded a qualification by the University may enter for the same qualification in a different subject or field of study provided that on each occasion the Student shall register anew and shall comply with all regulations as if he/she were entering for the first time.

Applications for exemption

- 8.27 Application by a Student for exemption from any of the regulations normally applying must be made to the Director of the Institute to which the Student is attached, who will refer the matter to AQSC with a statement stating whether the Director supports the application.

Revocation of degree and other awards

- 8.28 The School may recommend to the Vice-Chancellor the revocation of any degree, diploma, certificate or other award granted in accordance with University Regulation 1, if it shall be discovered at any time and proved to the satisfaction of the School that:
- (a) there was an administrative error in the award made under the appropriate regulations and procedures;
 - or
 - (b) subsequent to award a School Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.
- 8.29 Allegations of examination misconduct made after the award of any degree, diploma or certificate will be considered in accordance with Annex 2 of University Regulation 1.

SECTION 9 – REGULATIONS FOR TAUGHT MASTER'S DEGREES

Programmes of study

- 9.1 The taught Master's degree is intended for award on the satisfactory completion, including formal examinations (assessed coursework, written examinations, dissertation and such other forms of examination as may be prescribed in the relevant programme regulations), of a prescribed programme of full-time study beyond the Bachelor's degree level of at least one calendar year or its equivalent in part-time study.
- 9.2 New programmes of study, and significant changes to programmes of study, are subject to approval by the Board (see 2.1(4) above).
- 9.3 The School may make provisions for credit for study undertaken by Students at other institutions or in non-degree courses within the University, during their period of registration for a degree or diploma, such provisions to ensure that at least one third of the programme and assessment is undertaken in the School and that this includes the final stage of the programme and assessment.
- 9.4 A list of the programmes of study for taught Master's degrees offered in the School and the programme regulations for these is given in Annex A.

Entrance requirements

- 9.5 The normal minimum entrance qualification for registration for a Master's degree in the School is:
(1) 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*
(2) a professional or other qualification obtained by written examination and approved by AQSC as an appropriate entrance qualification for the degree in question.
- 9.6 Applicants possessing alternative qualifications obtained by written examination may be considered by an Institute. An Institute may take into account experience or work, at an appropriate level, evidenced by referees and written material. The Institute may require such persons to pursue the programme for a period longer than the minimum period prescribed in the programme regulations and/or may prescribe a qualifying examination for such a candidate; such additional period shall be at least one year.
- 9.7 Applicants must satisfy any additional entrance requirements specified in the relevant programme regulations, including language and other tests prescribed by the Institute.
- 9.8 An applicant who fails to pass a prescribed qualifying examination, other than tests falling into the categories in 9.7 above, may only re-enter for the qualifying examination by special permission of AQSC.

Duration of Programmes

- 9.9 Programmes of study and the examinations associated with them shall be organised so as to fall into one or both of the following categories:
(1) a period of full-time study which shall normally be one calendar year and may not be less than one calendar year, the examinations being completed by the end of that period;
(2) a period of part-time study normally of two years, during which candidates will be examined in accordance with the programme regulations.
- 9.10 Notwithstanding the above, at the start of the programme or at a later stage the Institute may require a Student to pursue the programme for a period longer than the normal period.

Duration of Study

- 9.11 The maximum period of study for a Master's programme run by the School, *including* interruptions of study, and satisfactory completion of all examinations, shall be no more than five years for any single continuing registration.

Interruptions of Study

- 9.12 Students may interrupt their studies for a maximum of one year. Students may continue their interruption beyond the above stated period only through successful application to the Academic Quality and Standards Committee. In such cases, an interruption for one further year only can be made (maximum permitted interruption being no more than two years).

Students who have not re-enrolled or communicated their intentions towards their studies by the end of the period of interruption shall be withdrawn from the programme.

Off-campus study

- 9.14 A Student pursuing a taught Master's degree programme may be allowed, at the discretion of the relevant Institute and provided that the programme regulations so permit, to spend a maximum period of six months, or an equivalent period in the case of a Student pursuing a part-time programme, on project work under appropriate supervision at an organisation or institution approved by the Institute as having a function relevant and suitable to the field of study.

Examination

- 9.15 Schemes of examination are prescribed in the programme regulations for each programme. Examination shall involve assessed coursework or unseen written examinations, or both, and a significant piece of individual work in the form of a dissertation or report; the latter may be based on a project or fieldwork. In the following, "examination" refers unless specified otherwise to the total schedule of assessment prescribed in the relevant programme regulations.
- 9.16 The unseen written examination for each course, where applicable, shall take place on one occasion each year, as specified in the programme regulations, except where a special examination is permitted in the case of illness or other acceptable cause (see 9.24 and 9.25).
- 9.17 The schedule for submission of assessed coursework shall be as determined in the particular programme regulations.
- 9.18 The dissertation or report designated in 9.15 above will be examined on one occasion only in each year and the date for submission will be specified in the programme regulations.
- 9.19 To be awarded a degree a candidate must:
(1) have completed to the satisfaction of the School the programme of study prescribed;
(2) have been examined in all parts of the examination prescribed for the programme and shown a competent knowledge in the examination as a whole.
- 9.20 A candidate must satisfy the examiners in the examination prescribed within two years from the completion of the prescribed period of study. This period of two years may be extended at the discretion of AQSC, but in no circumstances be extended beyond three years.

Entry to examinations

- 9.21 Entries to the examination must be received by the University by the date specified by the University.
- 9.22 Candidates are bound by the regulations in force at the time of their entry to the examination.
- 9.23 No Student will be admitted to an unseen written examination unless the certificate (on the examination entry form) of having attended the appropriate programme of study in accordance with the regulations has been completed by the authorised person (the Director, or an officer designated by the Director) in the Institute to which the Student is attached.

Special Examination Arrangements

- 9.24 The University's Regulations (Regulation 1: Section E, para 93) for Special Examination Arrangements apply in the School. Applications are sent to the University's Special Examination Services Officer. The authorised person in the candidate's Institute must normally send an application for special examination arrangements in regard to a named candidate no later than six weeks before the date of the candidate's first examination. Applications after this date will only be considered in the case of sudden illness or injury.

Deferral and withdrawal from examination or part of examination

- 9.25 A student may be permitted to withdraw from an examination for which they are registered, or be granted an extension to an assessment deadline, at the discretion of the Programme Director of Studies, for an extension of assessment deadline, or the Mitigating Circumstances Panel for all other cases, provided that they supply evidence of illness or other good cause not less than seven working days before the commencement of the first examination which they are expected to sit or before the date of submission in the case of other assessed work. Evidence should be submitted on the form provided for this purpose.

- 9.25.1 In exercising their discretion the Programme Director of Studies or the Mitigating Circumstances Panel must be satisfied that:
- a) the illness or other good cause would render the student unfit to enter the examination or to complete the assessment by the deadline; and
 - b) that the illness or other good cause would either:
 - (i) have a significant and adverse impact on the student's performance in the examination or other assessment; or
 - (ii) would prevent the student from sitting the examination or prevent the student from completing or submitting the assessment within the given time-frame.
- 9.25.2 Where the Director of Studies/Panel is satisfied that the above conditions have been met, the student will both be withdrawn from the examination and deferred or, for other assessment, a new submission deadline will be set.
- 9.25.3 Except as provided for in 9.25.9 below, a student who is absent from an examination for which they are registered without having been permitted to withdraw, according to the provisions of Regulation 9.25 above, will be regarded as having attempted the examination, and will be awarded a mark of zero for that examination. Such a student may, at the discretion of the relevant Board of Examiners and on the recommendation of the Mitigating Circumstances Panel, be permitted to attempt the examination again if the regulations for the programme permit such reassessment (see Regulation 9.41 below).
- 9.25.4 Except as provided for in 9.25.9 below, a student who fails to submit material for assessment or submits after the deadline and has not made a request for an extension under 9.25 above, will receive a mark which has been adjusted according to the scale of for that assessment, penalties agreed by the APSC .
- (i) Coursework for assessment but not including the dissertation, will be subject to the deduction of marks as follows:
 - A penalty of 10% of the mark awarded for work up to one week late;
 - A penalty of 20% of the mark awarded for work between one and two weeks late;
 - When work is more than two weeks late, the penalty to be applied is at the discretion of the Institute. The Institute reserves the right not to accept work submitted more than two weeks late; in such cases the mark recorded will be nil.
 - (ii) A dissertation handed in after the deadline will be subject to the same penalties s above, except that the Institute reserves the right not to accept and/or mark a dissertation that is handed in after the deadline.
- Such a student may, at the discretion of the relevant Board of Examiners and on the recommendation of the Mitigating Circumstances Panel, be permitted to attempt the assessment again if the regulations for the programme permit such reassessment.
- 9.25.5 A student who is registered for an examination and who is absent from that examination without having been withdrawn, or who fails to submit material for assessment by the deadline without an extension, according to the provisions of Regulation 9.25 above, may be retrospectively withdrawn in that examination, or granted a retrospective extension to the assessment deadline at the discretion of the Board of Examiners on the recommendation of the Mitigating Circumstances Panel, provided that they provide evidence of illness or other good cause prior to the meeting of the Board of Examiners at which the results for that examination will be determined and normally within seven working days of the examination having taken place or the assessment deadline. Evidence should be submitted on the form provided for this purpose (ie MCF).
- 9.25.6 In exercising its discretion the Mitigating Circumstances Panel must be satisfied that:
- a) the illness or other good cause rendered the student unfit to enter the examination or to complete and submit the assessed work by the deadline; and
 - b) that the illness or other good cause would either:
 - (i) have had a significant and adverse impact on the student's performance in the examination or assessed work; or
 - (ii) have prevented the student from sitting the examination.
- 9.25.7 Additionally, the Mitigating Circumstances Panel must be satisfied that the student was unable, or for valid reasons unwilling, to request to be withdrawn from the examination or to request an extension to a deadline in accordance with 9.25 above.
- 9.25.8 Where the Mitigating Circumstances Panel is satisfied that the above conditions have been met, it will recommend to the Board of Examiners that the student either be retrospectively withdrawn from the examination or deferred, or, for other assessment, a new submission deadline will be set.

- 9.25.9 A student who presents themselves for an examination or submits material for assessment will be deemed to have considered themselves fit to enter that examination or to undertake the assessment within the given time-frame, and any mark achieved in that examination/assessment will stand. Exceptionally, a student who entered an examination and completed that examination, or who was present at the examination but was unable to complete the examination, or who submitted material for assessment may, at the discretion of the Mitigating Circumstances Panel, be retrospectively withdrawn in that examination or offered another opportunity to undertake the assessment, provided that they supply evidence of illness or other good cause prior to the meeting of the Mitigating Circumstances Panel, prior to the meeting of the Board of Examiners at which the results for that examination will be determined and normally within seven working days of the examination having taken place or the assessment deadline. Evidence should be submitted on the form provided for this purpose (MCF).
- 9.25.10 In exercising its discretion the Mitigating Circumstances Panel must be satisfied that:
- a) the illness or other good cause rendered the student unfit to enter the examination or to undertake the assessment, or, in the case of a student who failed to complete the examination, prevented the student from completing the examination; and
 - b) the illness or other good cause had a significant and adverse impact on the student's performance in the examination/assessment.
- 9.25.11 Additionally, the Mitigating Circumstances Panel must be satisfied that the student was, for good reason, unable at the time of entry or submission to recognise that s/he was unfit to enter the examination or undertake the assessment during the specified time-frame.
- 9.25.12 Where the Mitigating Circumstances Panel is satisfied that the above conditions have been met, it will recommend to the Examination Board that the student will either be retrospectively withdrawn from the examination and deferred, or, for other assessment, a replacement opportunity to submit material for assessment with a new submission deadline will be offered.
- 9.25.13 Where a student is deferred in an examination according to the provision of Regulations 9.25, 9.25.5 or 9.25.9 above, the student will be required to enter a replacement examination, where they will be examined as if for the first time (or second time if the deferred examination was itself a second attempt), normally at the next occasion when the examination is offered and the mark for the original attempt will be annulled. Where a student is deferred in an examination and required to enter a replacement examination, the Board of Examiners on advice of the Mitigating Circumstances Panel shall determine whether the student is required to sit the examination with or without further attendance.
- 9.25.14 Under no circumstances may examination marks be raised due to illness or other good cause in relation to a student's performance in an examination. However, where a final-year candidate has submitted evidence of illness or other good cause under Regulation 9.25.9 above, and the Mitigating Circumstances Panel is satisfied that the conditions for the exercise of its discretion have been met, the Board of Examiners on the advice of the Mitigating Circumstances Panel may, instead of retrospectively withdrawing the candidate, give the candidate special consideration under the provisions of paragraph 9.40.
- 9.26 Candidates will be informed of the marks obtained in those elements in which they have been examined.

Illness

- 9.27 Special provision for illness or other good cause is given in the withdrawal regulations (Regulation 9.25 above). Where a candidate believes that their performance has been adversely affected by circumstances beyond their control, a case, with appropriate documentation, should be submitted to the Chair of the Mitigating Circumstances Panel prior to the meeting of the relevant Board of Examiners, using the form provided for this purpose (MCF) and normally within seven working days of the examination having taken place or the assessment deadline.

Constitution of the Mitigating Circumstances Panel

- 9.28 The Mitigating Circumstances Panel will comprise the Dean or his nominee; the Registrar; an external member of the Academic Quality and Standards Committee (AQSC) and a Director of a non-teaching Institute. A member of Registry will act as Secretary. The Chair of the Panel will be the Dean. The Panel will sit at least one week prior to the date of the first Examination Board held by an Institute, or at any other time deemed necessary by the Panel.

Examination procedures

- 9.29 Candidates at any examination by written papers taken under supervision and within a defined time limit or at any practical, oral or similar examination will be allowed to use such books, notes, instruments or other materials or aids as are specifically permitted by the Institute responsible for the programme of study in question.
- 9.30 Except as provided in 9.29 above, no books, notes, instruments or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of a candidate on entry to the examination room shall be deposited immediately with the invigilator, and any unauthorised materials or aids introduced by a candidate into the examination room must upon request be surrendered to the invigilator.
- 9.31 Any such unauthorised materials may be handed by the invigilator to the appropriate officer of the University, who may make copies thereof; the originals and all such copies may be retained by the University at its absolute discretion.
- 9.32 Candidates shall not, unless expressly so authorised, pass any information from one to another during an examination, nor shall any candidate act in collusion with another candidate or other person, copy from another candidate or engage in similar activity.
- 9.33 At any examination by written papers taken under supervision or where the programme regulations provide for part of the examination to consist of papers, essays or other work written in a candidate's own time, coursework assessment or any similar form of test, the work submitted by the candidate must be the candidate's own and any quotation from the published or unpublished work of other persons, including work published in electronic format, must be duly acknowledged.
- 9.34 Failure to observe the provisions of 9.29 to 9.33 above will constitute an examination offence (see 9.43, below).
- 9.35 Answers to examination questions must be in English unless other instructions are given in the programme regulations or in the examination question paper.
- 9.36 Examination scripts for University degrees and diplomas are the property of the University and will not be returned to the candidate.
- 9.37 In accordance with the Data Protection Act, an examiner's comment sheet should be attached to assessed written work; comments and marks should not be shown on an exam script, essay or dissertation.
- 9.38 Marking schemes for taught Master's degrees shall specify that the mark for a pass shall be 50% overall and the mark for Distinction, awarded to a candidate who has shown exceptional merit, shall be 70% overall or above, with a mark of at least 70% in the dissertation. Where the programme regulations allow, Merit will be awarded for a mark of 65–69% overall, with a mark of at least 65% in the dissertation. Within these parameters, regulations particular to each programme will apply.
- 9.39 If the dissertation or report is otherwise adequate but requires minor amendments the examiners may require the candidate to make, within one month, amendments specified by them, to be approved by them jointly or by one or more of their number nominated by them.
- 9.40 As agreed by the AQSC in June 2006, a Student must achieve a pass in the dissertation to be awarded the degree:
- (1) a marginal failure in one course may be condoned at the discretion of the Examination Board provided that the overall mark for the programme is at least 50%; where the programme includes half-course units the condonation may, at the discretion of the Examination Board, be applied to two half-units;
 - (2) the definition of "marginal failure" is at the discretion of the relevant Examination Board but will not normally extend to a mark below 47%; the Examination Board may condone a mark below this norm when (a) the overall mark for the programme is at least 50%, and (b) the Student achieves a mark of 60% or above in at least one significant element of the course;
 - (3) the Institute's Higher Degrees Committee may determine that certain elements of a course or of an assessed component are not eligible for condonation; this shall be included in the course regulations available to Students and teachers;
 - (4) the original mark shall be recorded, with condonation noted as approved by the Examination Board.

Re-entry

- 9.41 A candidate who does not at the first entry successfully complete an examination or intermediate Part of the examination (defined as the examination required to permit a Student registered part-time to proceed from one year to the next, or one stage to the next where the programme is so organised), may re-enter that examination (or intermediate Part) on one occasion. Such re-entry will be subject to the agreement of the Institute when it would involve further attendance at the Institute, and it will be at the next following examination except where an Institute has granted permission for a candidate to defer re-entry. The dates of the written examination and for the submission of an essay, report or dissertation (where required) shall be as specified in the relevant programme regulations.
- 9.42 The examiners may determine that a candidate who has been examined in all elements of the examination or intermediate Part of the examination and who fails to satisfy the examiners may be exempt on re-entry from one or more of the following:
- one or more of the written papers;
 - essay/report/dissertation;
 - assessment of coursework;
 - practical examinations;
 - oral examinations.
- 9.42 A candidate who is permitted to retake examinations or resubmit work for assessment under the terms set out above will not be formally registered as a Student in the period leading to resubmission; an administration fee may be charged by the Institute, at its discretion.

Examination offences (to be read in conjunction with the School's Procedures for dealing with Academic Misconduct)

- 9.43 The University's 'Procedures for the Consideration of Allegations of Examination Offence – School of Advanced Study' (under Annex 5 of Regulation 1) apply.
- 9.44 Plagiarism is the unacknowledged use of the work of another person as the Student's own original work. It includes copying another's work or collusion with another, copying or adapting paper-based, electronic or web-based information. Plagiarism is an examination offence in the terms of 9.43 above.

Representations from candidates concerning examination results

- 9.45 Appeals against the results of examinations on academic grounds will not be considered. The University will consider representations made on the grounds of administrative error or where there is concern that the examination may not have been conducted in accordance with the relevant instructions and/or regulations.
- 9.46 Any representation regarding unseen written examinations should be addressed to the Director of External and Internal Student Administration (EISA), or forwarded to the Director of EISA by the Institute concerned.
- 9.47 Any representation regarding assessed coursework or the dissertation should be addressed to the Director of the Institute. The Director will investigate the matter, and will attempt to resolve it. If the matter cannot easily be resolved, it will be referred by the Director to the Board of Examiners for decision. The Board of Examiners shall be informed of all matters raised under this rubric.

Master's degrees by distance learning

- 9.48 The following provisions will apply for Students undertaking a Master's degree by distance learning:
- (1) programme regulations, programme specifications with learning outcomes, relevant guidelines and procedures; information about courses available and any restrictions or conditions on availability;
 - (2) the conditions to be satisfied for the award of the degree and for the award of the mark of Distinction (and of Merit where the programme regulations permit this designation); methods and timing of assessment, including (where appropriate) the period within which students can expect coursework to be marked and returned.
- 9.49 In all aspects of the provision of information and the admission of students, due attention must be paid to the University's Equal Opportunities policy and Data Protection guidelines, and the duties imposed on public bodies under the Equality Act.
- 9.50 All staff involved in the admissions process in the School and the Institutes should be appropriately informed about policies and procedures.
- 9.51 Each Institute should make appropriate provision for complaints and appeals in regard to admissions. Information on procedures should be available on the Institute's website.

SECTION 10 – REGULATIONS FOR DIPLOMAS

Programmes of Study and Methods of Examination

- 10.1 A programme of study offered in the School for the award of a Postgraduate Diploma of the University involves the satisfactory completion of a prescribed programme beyond the Bachelor's degree, including such formal examinations as may be required.

Entrance requirements

- 10.2 The normal minimum entrance requirement for registration for the Postgraduate Diploma is:
- (1) a 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*
 - (2) appropriate previous education and experience deemed by the Institute where the Student is to be registered to be equivalent to graduate standing.

Period of study and methods of examination

- 10.3 The minimum period of study will be as prescribed in the programme regulations for the particular diploma.
- 10.4 The programme of study shall require formal teaching and instruction, and/or project work, and shall normally involve not less than 24 hours study per week (contact hours and private study time) for a full-time programme, or the equivalent for a part-time programme.
- 10.5 Normally candidates pursuing a programme of study for a diploma will not be permitted to undertake their project work outside the School. Exceptionally, however, the programme regulations may permit this and in such a case the programme regulations shall specify the conditions in which it may be undertaken.
- 10.6 Schemes of examination are as prescribed in the programme regulations.
- 10.7 The examination shall take place at the time or times specified in the programme regulations.
- 10.8 The regulations on entry and re-entry to examinations, examination procedures and conduct in examinations, illness, special examination arrangements and examination offences shall be as for taught Master's degree programmes in the School (see above, Section 9).
- 10.9 To be awarded a Diploma a candidate must:
- (1) have completed to the satisfaction of the examiners the programme of study prescribed;
 - (2) have been examined in all parts of the examination prescribed and shown a competent knowledge in the examination as a whole;
 - (3) satisfy the examiners in the examination prescribed within a period of two years from the satisfactory completion of the prescribed period of study, unless otherwise provided for in the particular programme regulations. This period of two years may be extended at the discretion of the AQSC.
- 10.10 Marks and/or grades obtained by candidates at examinations for diplomas and certificates will routinely be issued to candidates in confidence following the examination concerned.
- 10.11 Each candidate will be notified of the result of his/her examination by the relevant Institute.
- 10.12 A diploma under the seal of the University will subsequently be delivered by the University to each candidate who has been awarded the diploma.
- 10.13 The regulations governing representations from candidates concerning examination results in diploma examinations shall be the same as for taught Master's degrees (see above, Section 9).

SECTION 11 – REGULATIONS FOR MPhil AND PHD DEGREES

General

- 11.1 The criteria for award of MPhil and PhD are set out in Regulation 1: Section C, para 50–52.6 and 56–58.8 and in the University Regulations for the Degrees of MPhil and PhD. The Regulations of the School are supplementary to the University's Regulations. In case of doubt, the University Regulations shall take precedence.

Arrangements for joint supervision

- 11.2 The University regulations allow for the award of doctoral degrees jointly with institutions outside the University, including the award of degrees under arrangements for joint supervision ("co-tutelle", "co-tutela" etc.) with institutions in other European institutions. A special memorandum of agreement is required for each joint supervision arrangement, signed on behalf of the School by the Dean and by the Director of the relevant Institute. The regulations set out below will be applied or amended in accordance with the memorandum of agreement.

Examination

- 11.3 Assessment shall be by submission of a thesis and an oral examination, which shall be conducted in English (except as provided for under a joint supervision arrangement; see 11.2 above). The scope of the thesis shall be what might reasonably be expected after (for MPhil) two or at most three years, or (for PhD) three or at most four years of full-time study
- 11.4 The thesis shall:
- (1) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;
 - (2) for PhD: form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
 - (3) for MPhil: be either a record of original work or of an ordered and critical exposition of existing knowledge and provide evidence that the field has been surveyed thoroughly;
 - (4) be an integrated whole and present a coherent argument;
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
 - (5) give a critical assessment of the relevant literature, describe the method of research and its findings, include a discussion on those findings (and, for PhD, indicate in what respects they appear to the candidate to advance the study of the subject; in so doing, demonstrate a deep and synoptic understanding of the field of study – the candidate being able to place the thesis in a wider context, showing objectivity and the capacity for judgement in complex situations and autonomous work in that field);
 - (6) be written in English and of satisfactory literary presentation; in the case of a thesis in the field of modern foreign languages and literatures, on the application of the RDC of the Institute at which the candidate is or will be registered, the AQSC, if it sees fit, may submit an application for the thesis to be written in the language of study; such request will be considered on an exceptional basis by the AQSC; if permission is granted, the thesis shall include additionally a submission of between 10,000 and 20,000 words in English which shall summarise the main arguments of the thesis;
 - (7) include a full bibliography and references;
 - (8) not exceed 60,000 words (for MPhil) or 100,000 words (for PhD); the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish;
 - (9) for PhD: demonstrate research skills relevant to the thesis being presented;
 - (10) for PhD: be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).
- 11.5 In the field of English, a candidate may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a candidate may submit, as part of a thesis, an original literary text written specifically for the degree. This text should show coherence and

originality and attain a publishable standard, as determined by the examiners, who will include those qualified in academic research as well as in the professional practice of writing. This text shall form the basis for a commentary on its structure, its use of dramatic, narrative or poetic technique, its relation to other literary works, and an exposition of the aims and concerns that lay behind its composition. The commentary should make clear that the candidate is well acquainted with the history and contemporary developments of the genre in which he or she is working in the creative portion of the thesis, and the critical field associated with it, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it.

- 11.6 (1) The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree, except that in the case of a Student accepted with exemption from part of the course of study under paragraph 1.4 of the University Regulations there shall be allowance for the fact that the Student commenced his/her registration at another institution.
- (2) A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.
- (3) A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own (see also 11.6(6) below) and that the thesis presented is the one upon which the candidate expects to be examined.
- (4) A thesis must be presented for examination in a final form in typescript of print and be bound in accordance with the instructions issued by the University (see www.london.ac.uk/binding).
- (5) A request for the thesis to be submitted in A3 format and/or printed on both sides of the page shall be considered in accordance with procedures made by the College of registration and may be approved when there is a demonstrable need.
- (6) A candidate may submit the results of work done in conjunction with his/her supervisor and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the supervisor (see also 11.6(3) above).
- (7) A candidate must have the title of his/her thesis approved in accordance with the procedures specified by the College.
- (8) The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.

Entrance requirements

- 11.7 The normal minimum entrance qualification for registration for MPhil/PhD in the School is:
- (1) 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*
- (2) a Master's degree of a UK university or an overseas qualification of an equivalent standard in a subject appropriate to the programme to be followed; *or*
- (3) a professional or other qualification obtained by written examination and approved by AQSC as an appropriate entrance qualification for the degree in question; this category includes Master's degrees of a UK university other than the University of London and overseas degrees or other relevant qualifications of equivalent standard.
- 11.8 An Institute, through its RDC, may determine the admissibility of alternative qualifications and may admit a Student who possesses such alternative qualifications. The Institute may require a candidate who presents alternative qualifications to take a special qualifying examination or test, and shall determine the form this shall take. Action taken in this regard shall be reported through the School's Registrar to the chair of AQSC who will inform AQSC as and when appropriate. An applicant who fails to pass a prescribed qualifying examination, other than tests provided for in paragraph 11.9 below, may only re-enter for the qualifying examination by special permission of AQSC.
- 11.9 An applicant for registration will be required to meet any additional entrance requirements specified in the relevant programme regulations, including language and other tests prescribed by the Institute.
- 11.10 A candidate for a research degree will be registered initially for the MPhil degree.

- 11.11 The School may register for the MPhil or PhD degree, with exemption from part of the course of study, a person who has commenced elsewhere a relevant course of study for the MPhil/PhD or equivalent degree.

Transfer of registration from MPhil to PhD or from PhD to MPhil

- 11.12 Transfer from MPhil to PhD or from PhD to MPhil will be decided by the Institute's RDC in accordance with the procedures and criteria set out in 6.18–6.19 above.
- 11.13 The School may permit a Student to transfer from a postgraduate taught degree to the MPhil degree, or from the MPhil degree to the PhD degree, in accordance with the conditions specified by the School, provided that no transfer of registration is permitted after entry to the examination for any one of these degrees. Registration for the degree to which transfer has been made may date from initial registration for the degree from which the transfer has been made.
- 11.14 On transfer of registration, the registration for the original degree will lapse.

Appointment of a supervisor or supervisors

- 11.15 The Institute will appoint the supervisor(s) for each Student on the proposal of its RDC, and according to criteria set out in 6.11 to 6.15 above.

Attendance and duration of study and provision for 'off-campus' study

- 11.16 The requirement of the University is that the minimum length of a course of study for the degrees of MPhil and PhD shall be two calendar years of full-time study or its equivalent in part-time study.
- 11.17 Subject to the above minimum requirement, the Institute will determine the length of the course of study for MPhil or PhD. The normal minimum period of full-fee registration in the School shall be three years full-time for PhD and two years full-time for MPhil, or the equivalent in part-time study. The maximum period of study for PhD, including interruptions shall be 10 years. A student's period of registration may only be extended beyond 10 years through successful application to the AQSC. In such instances the maximum period of registration may only be extended for a period of one academic year at a time to a maximum period of no more than 11 years.
- 11.18 The Student shall centre his or her academic activities on the Institute, and is expected to be resident in the UK for the entire period of their research degree. Notwithstanding this requirement the minimum time a student must be resident in the United Kingdom is for the first two years (full time) or first four years (part time); subject to this, the RDC may permit the Student to spend part of the programme in 'off-campus' study in order to carry out research for his or her thesis and shall prescribe the conditions which shall apply, which shall include regular contact with his/her supervisor. The RDC shall record in its minutes the periods of off-campus study allowed to a Student, and the conditions attached, which is reportable to the AQSC. The Student will continue to be registered during a period of off-campus study. Such period will count towards the overall registration period, and normal fees are payable during such off-campus study.

Interruption of study

- 11.19 An Institute may, on the proposal of the RDC normally following the recommendation of the supervisor, allow an interruption in the programme of study on grounds of illness or other adequate cause for a maximum period of two years. Students may continue their interruption beyond the stated period only through successful application to the AQSC. In such cases an interruption for one further year only can be made (maximum permitted interruption being no more than three years).

Students who have not re-enrolled or communicated their intentions towards their studies by the end of this period shall be withdrawn from the programme.

Continuation ("writing-up") fee

- 11.20 At the end of the normal period of full fee registration, where the student is in the final process of writing up or editing their thesis prior to submission for examination, but not before the fourth year (full time) or seventh year (part time) of continuous registration, the Institute may permit a Student to continue their registration on payment of a reduced 'continuation fee'.
- 11.21 Continuation fee status will not be granted before the transfer from MPhil to PhD registration.
- 11.22 The continuation fee shall be the same in all Institutes in the School, and shall be the same for Home/EU and overseas students. The fee will be determined by AQSC at the final meeting of the academic year, for the following academic year, and will be no more than 25% of the standard full-time Home/EU fee.

- 11.23 Subject to the provisions of the following paragraph, the maximum period of registration on continuation fee status will normally be 12 months; permission to continue for a further 12 months will be at the discretion of the Institute. Students may continue on the 'continuation fee' beyond two years only through successful application to the AQSC. In such cases the fee can be applied for one further year only (maximum permitted time on the continuation fee being no more than three years). Students who have not submitted by the end of the third year will be returned to the relevant PhD fee. The fee charged is at the discretion of the Institute but it is to be higher than the continuation fee.
- 11.24 The Institute may require a Student who has been examined and who has been required by the examiners to carry out corrections and/or further work on the thesis to pay the full fee or the continuation fee or such fee as the Institute shall determine.
- 11.25 The liability for payment of fees will normally continue until the date of award of the degree.

Examination

- 11.26 After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the Research Degree Examinations Office of the University, for lodging in the Institute/School and University libraries, two copies of their thesis, one hard-bound and one soft-bound, in accordance with the instructions issued by the Head of the Academic Office, if the copies of the thesis submitted for the examination did not conform with this specification.
- 11.27 Every candidate is required to present a short abstract of his/her thesis of not more than 300 words and bound with each copy of the thesis submitted to the University. One additional loose copy of the abstract must also be provided.

Deferred entry to examination

- 11.28 The RDC shall refer to AQSC a request from a Student wishing to defer entry to the examination to a date later than one calendar year after completion of the programme of study, with a statement indicating whether or not the RDC supports the request.

Submission of thesis in a foreign language

- 11.29 The RDC shall refer to AQSC for agreement an application by a Student wishing to present a thesis in the field of modern languages in the language of study. If agreed the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.

Availability of theses

- 11.30 It is a requirement for the award of the degree that one copy of a successful thesis is placed in the library of the candidate's College and one copy in Senate House Library or the appropriate library of the School. Where, in the opinion of the College of registration, the thesis includes material that is of significance for national security, arrangements may be made, with the agreement of the graduate concerned, so that the copies of the thesis placed in the public domain may have certain parts excised from them; in such cases the copies of the thesis placed in the public domain shall include an accompanying statement indicating by whom and at what location the full thesis on which the award was made may be consulted.
- 11.31 Subject to 11.32 below, candidates for the MPhil and PhD degrees will at the time of entry to the examination be required to sign a declaration in the following terms:
- (a) I authorise that the thesis presented by me in [year] for examination for the MPhil/PhD degree of the University of London shall, if a degree is awarded, be deposited in the library or electronic institutional repository of the appropriate College and in Senate House Library and that, subject to the condition set out in 11.31(d) below, my thesis be made available for public reference, inter-library loan and copying.
 - (b) I authorise the College or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
 - (c) I authorise the College and the University of London Libraries or their designated agents to make a microform or digital copy of my thesis for the purposes of electronic access, inter-library loan and the supply of copies.
 - (d) I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: 'The copyright of this thesis rests with the author

and no quotation from it or information derived from it may be published without the prior written consent of the author’.

- (e) I authorise the College and/or the University of London to make a microform or digital copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy.
- (f) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
- (g) I understand that in the event of my thesis not being approved by the examiners, this declaration will become void.

- 11.32 A candidate may apply to his/her College for restriction of access, for a period not exceeding two years, to his/her thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or in very exceptional circumstances and in accordance with the procedure adopted by the College for consideration of such applications.

Representations from candidates concerning examination results

- 11.40 The University Ordinances include Regulations and Guidelines for Candidates (Regulation 1: Section E, para 88–89 and Annex 4) in regard to the Procedure for Consideration of Appeals by Candidates for Research Degrees. An application under the Procedure must be made within two months of notification of the result of the examination.

PhD examinations

- 11.41 All work submitted as part of the requirements for any examination of the University of London must be expressed in the candidate’s own words and incorporate his/her own ideas and judgements. Plagiarism is the presentation of another person’s thoughts or words as though they were the candidate’s own and is an examination offence. Direct quotations from the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism as much as does a single unacknowledged long quotation from a single source. Equally, if another person’s ideas or judgements are summarised, the candidate must refer to that person in his/her text, and include the work to which reference is made in the bibliography.
- 11.42 Allegations of plagiarism will be considered under the appropriate procedure of the School of Advanced Study, unless the procedure specifically excludes MPhil and PhD degrees, in which case the allegation will be considered under the Regulations for Proceedings in Respect of Examination Offences by Candidates for University Awards, as will any other allegations of examination misconduct, including but not limited to:
- (1) deliberate attempts to represent falsely or unfairly the ideas or work of others;
 - (2) the invention or fabrication of data;
 - (3) the submission of work commissioned by another person.
- The Regulations for Proceedings in Respect of Examination Offences by Candidates for University Awards are available from the Head of the Academic Office of the University.
- 11.43 If a candidate has entered the examination for the MPhil or PhD degree, but the authorities of a College, central activity, the University Library or the University accountant notify the Head of the Academic Office of the University that he/she has not settled with them or made acceptable arrangements to settle any account outstanding, no report will be made on the result of the examination until the same authority certifies that payment has been made in full.
- 11.44 The University has approved a Procedure for Consideration of Appeals by Candidates for Research Degrees, which is available from the Head of the Academic Office of the University. An application under the Procedure must be made within two months of notification of the result of the examination to the candidate (see www.london.ac.uk/research_degrees).

SECTION 12 – REGULATIONS FOR OCCASIONAL STUDENTS

- 12.1 A person may be enrolled as an occasional student at an Institute as following a programme of study or a programme of research approved by the Institute, such that it does not have the purpose of obtaining any degree, diploma or certificate of proficiency of the University. Occasional students are not formally Students of the University.
- 12.2 An occasional student may not simultaneously be registered as a student for a degree of the University, or as an External student of the University.
- 12.3 The Institute where the occasional student is enrolled may, at its discretion, issue a certificate that he or she has completed a programme of study or a programme of research as an Occasional Student of the Institute. If the Director of the relevant Institute recommends it, such a certificate shall be issued to the Student in such form as may be approved, signed by the Dean.

SECTION 13 – REGULATIONS FOR COLLABORATIVE DEGREES

Introduction

- 13.1 This document is a code of good practice for the academic management of collaborative arrangements entered into by Institutes of the School. It is based on the QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, and seeks to protect the standard of the University of London degree.
- 13.2 When entering into any collaboration with a partner external to the University of London, Institutes should ensure that the principles in this paper are addressed in the collaborative agreement.
- 13.3 Collaborative provision is educational provision leading to an award, or to specific credit towards an award, delivered and/or supported and/or assessed through an arrangement with a partner organisation.
- 13.4 All collaborative programmes should be approved through the AQSC, School Board and Collegiate Council.

Standards

- 13.5 The School has a responsibility for the academic standards of the awards granted in the name of the University of London. Where a joint degree is being awarded, the School must be assured of the standing of the collaborating partner, and the quality and standards of its awards. The AQSC will expect to see copies of audit documents of the collaborating institution attesting to the quality of the awards made.
- 13.6 The academic standard of all awards made under a collaborative arrangement should meet the expectations of the UK academic infrastructure for the School embodied in the Quality Assurance Framework.
- 13.7 The Institute and the collaborating partner should each complete a programme/module specification(s) detailing the aims, learning outcomes, teaching, learning and assessment methods of a collaborative programme of study. If modules are being modified for contribution to a joint degree/collaboration, the revised module needs to be re-approved through AQSC.
- 13.8 Collaborative arrangements should be negotiated, agreed and managed in accordance with the formally stated policies and procedures of the awarding institution. In the case of a joint degree, agreement should be negotiated in such a way that all partners maintain the integrity and standards of their degree.
- 13.9 The awarding institution(s) should inform any professional, statutory and regulatory body (PSRB), which has approved or recognised a programme that is the subject of a possible or actual collaborative arrangement, of its proposals and of any final agreements which involve the programme. No distinction should be made between provision offered directly by the awarding institution itself, on its own premises, and that offered through collaborative arrangements.

Finance and risk management

- 13.10 It is incumbent on the Institute involved in the collaboration to ensure both that its financial management arrangements are strong enough to manage the risks effectively, and that the financial arrangements themselves do not jeopardise the integrity of the academic standards, quality of the provision or the interests of students.
- 13.11 Financial considerations may also have a bearing on standards and quality in matters of recruitment and progression, and in policy and practice in resourcing. The introduction of safeguards against threats to these standards should be part of the collaborative arrangement.
- 13.12 Collaborative arrangements should therefore be fully costed and should be accounted for accurately and fully.

The collaborating partner(s)

- 13.13 A relationship where educational objectives are well matched can enable both the partner organisation and the awarding institution to develop and achieve benefits that neither could gain alone. Incompatibility of values, outlook, objectives and methods between partners can lead to an unsatisfactory relationship with serious adverse consequences for students, programmes and awards. Institutes are required to address this principle in the narrative paper accompanying the programme specifications and costing information.

- 13.14 The School should satisfy itself of the good standing of prospective partners and of their capacity to fulfil their designated role in the arrangement. This will include:
- The public and legal standing of a prospective partner organisation in their own country
 - The standing of a prospective partner organisation in the UK determined in the light of experience of other UK institutions and from public documents such as QAA reports on collaborative arrangements with UK institutions
 - The financial stability of a prospective partner organisation
 - The ability of the prospective partner organisation to provide human and material resources to operate the programme successfully
 - The ability of the prospective partner organisation to provide appropriate and safe working environment for students on the programme.
- All the above principles should be addressed in the narrative paper.
- 13.15 The awarding institution is ultimately responsible for ensuring that the quality of learning opportunities offered through a collaborative arrangement is adequate to enable a student to achieve the academic standard required for its award.
- 13.16 An awarding institution who engages with another authorised awarding body jointly to provide a programme of study leading to a dual or joint academic award should be able to satisfy itself that it has the legal capacity to do so, and that the standards and quality of their awards are not jeopardised by the arrangements they have entered into with partners.
- 13.17 There should be a written and legally binding agreement or contract setting out the rights and obligations of the parties and signed by the authorised representatives of the awarding institution(s) and the partner organisation.

The agreement should include the following:

- The need to agree on the source and location of any published quality-related information that may be required (eg by a funding council)
- The need to be secure in respect of matters relating to copyright and intellectual property rights
- Specification of the role of external examiners in ensuring that the awarding institution can fulfil its responsibility for the academic standards awards
- Termination and mediation provisions and financial arrangements to be followed if the arrangement ceases
- Specification of the legal jurisdiction under which any disputes would be resolved
- Inclusion of provisions to enable either institution to suspend or withdraw from the agreement if the other party fails to fulfil its obligations
- Specification and adequacy of the residual obligations of both parties to students on termination of the collaborative arrangement, including the obligations of the awarding institution to enable students to complete their studies leading to the award.

Credit and awards

- 13.18 Institutions offering dual awards through a credit-based structure will need to be alert to the consequences of each participating institution offering credit for the same piece of work, thereby potentially doubling the credit value.
- 13.19 Students, potential students, employers and other stakeholders need to be able to satisfy themselves that awards obtained through collaboration are fully equivalent to other awards offered at a similar level by the same awarding body. The scope, coverage and assessment strategy of a collaborative programme should be described in a programme specification that refers to relevant subject benchmark statements and the level of award. This should be readily available and comprehensible to student academic staff, examiners and all other stakeholders.

Monitoring and review

- 13.20 In the case of a collaborative arrangement with a partner organisation, the institution should be able to satisfy itself that the terms and conditions that were originally approved have been, and continue to be met.
- 13.21 Regular monitoring and review, at institutional or programme levels should take place at various levels, i.e. at Institute level through Higher Degrees Committees and at the AQSC through regular reporting. All collaborative programmes will be subject to periodic review.

Staffing

- 13.22 The quality of both teaching and other aspects of learning support is critically important for all students, irrespective of the mode of programme delivery. It is essential that students can rely on the quality of those who teach them and that their continued development is supported. The use of properly qualified staff and the effective monitoring of their proficiency, are important aspects of an awarding institution's responsibility for assuring the standards and quality of its collaborative provision.
- 13.23 The School should satisfy itself that staff engaged in delivering or supporting a collaborative programme are appropriately qualified for their role. This will involve taking into consideration the existing workloads of staff prior to entering into a collaborative arrangement. The School should also assure itself that a partner organisation has effective measures to monitor and assure the proficiency of staff contributing to the programme. AQSC will expect to see the CVs of all staff involved in teaching/supervising.

Admissions

- 13.24 The School should ensure that arrangements for admission to the collaborative programme take into account the School's Admissions Policy and English Language requirements.
- 13.25 In the School of Advanced Study, the language of study and assessment will be English. Students admitted to a dual or joint degree should be admitted at or above the language requirements set.

External examining

- 13.26 The external examiner system is a defining characteristic of UK higher education and an indispensable way of allowing an awarding institution to be sure that its academic standards are both appropriate and being safeguarded. The School should ensure that similarly robust arrangements exist in the partner organisation.
- 13.27 The School retains ultimate responsibility for the appointment and functions of its own external examiners. It must ensure that external examiners are appointed in a responsible, reliable and consistent manner. Regardless of the system in existence in the collaborating partner's country, the School expects external examiners to be appointed for all programmes.

Institutes are required to detail the arrangement for external examining for all collaborative awards.

Certificates and transcripts

- 13.28 The School should ensure that the certificate and/or transcript should record the name of any partner organisation engaged in the delivery of the programme of study.

Information for students

- 13.29 The information made available to prospective students and those registered on a collaborative programme should include information to students about the appropriate channels for particular concerns, complaints and appeals, making clear the channels through which they can contact the awarding institution(s) directly.

AQSC will expect to be assured of this in the covering narrative paper.

- 13.30 The School/Institute should monitor regularly the information given by the partner organisation or agent to prospective students and those registered on a collaborative programme.

January 2011

ANNEX A

ORDINANCE 16: FITNESS TO STUDY

Fitness to study

1. Occasionally, a student may suffer from a condition which could endanger him or herself or other members of the University. The two most common instances of this would be a student with either mental health difficulties or a contagious disease.
2. Where a student's condition has the potential to endanger him or herself or other members of the University, that student may be deemed not to be fit to study. The University of London wishes to ensure as safe an environment as possible for all of its students and so it may be necessary to take action to prevent harm which may be caused by a student who is not fit to study.

Purpose of this Ordinance

3. The purpose of this Ordinance is to set out the procedure which the University will follow when concerns are raised about the fitness to study of one of its students.
4. Actions taken under this Ordinance are not of a disciplinary nature. If action is taken about a student who is not fit to study, it will be limited to that which is necessary to protect as far as possible the interests of members of the University and the student in question.
5. This Ordinance applies to students registered with the University.

Support for students

6. When invoking this Ordinance, the University will offer support to the student in question. The level and form of support will vary according to the circumstances of the student.

Delegation

7. The Board of Trustees, in making this Ordinance:
 - 7.1 authorises the Vice-Chancellor to delegate his or her powers and duties under this Ordinance to the Deputy Vice-Chancellor either generally or in respect of a particular case; and
 - 7.2 authorises the University Secretary to delegate his or her powers and duties under this Ordinance to the Dean of the appropriate Central Academic Body (or Director in the case of the University Marine Biological Station, Millport) either generally or in respect of a particular case.

Reporting

8. If any member of the University has concerns about the fitness to study of a student of the University, this should be reported as soon as possible. This report should be made to the University Secretary. If this is not possible, a report should be made to a member of the academic staff of the University, who will in turn inform the University Secretary.

Action by the University Secretary

9. The University Secretary shall investigate the matter and, subject to paragraphs 15–21, take such action as is necessary to protect as far as possible the interests of members of the University and the student in question.
10. The University Secretary may ask the student for further information, for an interview or to submit a medical report. If the student in question refuses to cooperate with the Director of Administration then the Director of Administration shall make a decision based upon the information available.
11. The student in question may submit evidence to the University Secretary.
12. Possible actions by the Director of Administration include, but are not limited to: alteration of the terms on which the student is admitted to the University, suspension of registration of the student (as defined in the Code of Student Discipline) or changes to accommodation provided by the University to the student.

Return to study

13. The University Secretary shall review a decision to suspend the registration of the student when relevant new information arises and at least once every month.
14. The University Secretary shall decide when the student is fit to return to study or have any actions taken under paragraph 12 amended. The University Secretary may attach conditions to this, such as a requirement to prove fitness to study or to agree to a programme to allow the student to return to study.

Termination of registration

15. If the University Secretary is of the opinion that the only possible solution is termination of registration of the student (as defined in the Code of Student Discipline), the University Secretary shall refer the matter to a Fitness to Study Committee.

16. The Fitness to Study Committee shall be chaired by one member of the Board of Trustees, who shall appoint one senior member of academic staff of the University and either the President or the Vice President of the University of London Union to be members of the Fitness to Study Committee. The Chair of the Fitness to Study Committee shall appoint a Secretary to the Committee.

17. The Fitness to Study Committee shall meet as soon as is reasonably practicable to consider an allegation referred to it. At least 10 working days before the date for the hearing, the Secretary shall send the student a copy of this Ordinance, together with copies of all relevant documents to be presented at the hearing. At least three working days before the date of the hearing the student shall inform the Secretary of any documents that the student intends to rely on at the hearing, and shall provide copies of them to the Secretary at least three working days before the hearing. The Chair has discretion to allow the student additional time in which to produce documents, but there shall be no appeal from a refusal to allow additional time. The University Secretary and the student shall inform each other of the names of any witnesses either proposes to call at least three working days before the hearing.

18. The hearing shall be held in private. During the hearing:

- 18.1 the student may be assisted or represented by any member of the University;
- 18.2 the reasons for the University's proposal to terminate the student's registration shall be presented to the Fitness to Study Committee by the University Secretary or such other person as the University Secretary may designate;
- 18.3 the University Secretary may call as witnesses persons who can give relevant evidence. The student or the student's representative may question the witnesses and, if so, the University Secretary may ask further questions;
- 18.4 the student or the student's representative may call as witnesses persons who can give relevant evidence. The University Secretary may question the witnesses, and if so, the student or the student's representative may ask further questions;
- 18.5 if a witness is likely to be in distress, the Fitness to Study Committee may permit the witness to be accompanied by any person, but that person shall not participate in the proceedings in any way;
- 18.6 the University Secretary may question the student, the student and the student's representative may question the University Secretary;
- 18.7 the student or the student's representative may address the Fitness to Study Committee; and
- 18.8 the Secretary shall record the decision of the Fitness to Study Committee.

19. After the hearing, the Fitness to Study Committee shall give its decision to the student and to the University Secretary either orally (in which case it shall be confirmed in writing), or in writing within five working days. The written communication to the student shall set out the matter under consideration, the decision and the reasons for the decision.

20. If the Fitness to Study Committee finds that termination of registration is the only appropriate solution, the student's registration shall be terminated and any fees paid for that academic year shall be returned.

21. If the Fitness to Study Committee finds that termination of registration is not appropriate, the matter shall be referred back to the University Secretary to decide upon another appropriate solution.

Appeals against termination of registration

22. A student against whom a decision to terminate registration has been upheld may appeal in writing, addressed to the Vice-Chancellor, within seven working days of the date of the written notification of the decision.

23. The hearing shall be held in private. It shall be limited to the grounds stated in the student's letter of appeal and shall not take the form of a re-hearing of the original allegation. During the hearing:

- 23.1 the student may be assisted or represented by any member of the University;
- 23.2 the Vice-Chancellor shall have before him/her copies of all papers which were before the University Secretary and the Fitness to Study Committee;
- 23.3 neither party shall be entitled to submit fresh evidence except to establish matters of fact. Where such new evidence has become available since the hearing before the University Secretary or the Fitness to Study Committee, the Vice-Chancellor may receive such evidence if s/he is satisfied that there is reasonable explanation for the failure to advance such evidence before the University Secretary or the Fitness to Study Committee. If such new evidence is admitted, it shall be treated in the same procedural manner as evidence presented to the University Secretary or the Fitness

to Study Committee and the Vice-Chancellor may call witnesses in relation to that new evidence. The Vice-Chancellor may also call the University Secretary or the Chair of the Fitness to Study Committee as a witness. The University representative and the student's representative presenting the case to the Vice-Chancellor shall be notified in advance of the hearing of any new evidence and witnesses to be called;

- 23.4 where additional evidence is allowed, and there are circumstances in which a witness is likely to be in distress, the Vice-Chancellor may permit the witness to be accompanied by any person, who shall not participate in the proceedings in any way;
- 23.5 the student or the student's representative may address the Vice-Chancellor; and
- 23.6 the Secretary to the hearing shall record the decision of the Vice-Chancellor.

24. If the Vice-Chancellor allows the appeal, the matter shall be referred to the University Secretary for consideration of another remedy.

25. If the Vice Chancellor finds that termination of registration is the only appropriate remedy, the student's registration shall be terminated and any fees paid for that academic year shall be returned.

The Office of the Independent Adjudicator for Higher Education

26. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the University Secretary of the University, or on the website of the OIAHE: www.oiahe.org.uk. The postal address is: Office of the Independent Adjudicator for Higher Education, Fifth Floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 0118 959 9813.

ANNEX B

ORDINANCE 18: SUSPENSION AND TERMINATION OF REGISTRATION OF STUDENTS IN DEBT

DEFINITIONS

In this Ordinance:

- **'termination of registration'** means expulsion from the University.
- **'suspension of registration'** means the total prohibition on attendance at or access to the University and on any participation in activity of the University; but it may be subject to qualification, such as permission to attend for the purposes of an examination.
- **'Dean'** means the Dean of the Central Academic Body to which the student in question has enrolled, being either: the Dean of the School of Advanced Study, of the External System or of the University of London Institute in Paris, or the Director in the case of the University Marine Biological Station, Millport.
- **'day'** means a working day and excludes weekend days, public holidays and other days during which the offices of the University are not open for business.

Suspension and termination of registration of students in debt

1. Any one of the Deans, acting in accordance with this Ordinance, may, at any time up to graduation, suspend or terminate the registration of any student who is in debt to the University.

Persons to whom this procedure applies

2. The procedure applies to students registered with the University who are in debt to the University or a College as a result of non-payment of fees, charges, fines or other monies.
3. The procedure does not apply to students or other persons registered at a College but not at the University.

Conditional and provisional registration

4. If full registration or continued registration as a student is conditional on a fee being paid in advance and the fee has not been paid by the due date, registration shall automatically lapse on such due date without further notice.

Initial resolution

5. If a student is in debt to the University, the University shall take appropriate steps to recover the sums due, including sending a letter to the student in question warning:
- 5.1 that a debt can lead to suspension or termination of registration; and
 - 5.2 of the consequences of such suspension or termination.
6. The student in question shall be given an opportunity to explain any extenuating reasons for the debt.

Request for suspension or termination of registration

7. Recommendations for the suspension or termination of registration of a student who is in debt shall be made to the Dean. The recommendation shall be supported by evidence that a debt exists, the reason for the debt, the amount, the steps taken for recovery, any sanctions that have been applied, any such other information as shall satisfy the Dean that the named student is in debt for the stated amount and a statement that the appropriate steps under paragraphs 5 and 6 of this Ordinance have been taken for its recovery. Serious cases of debt include ones where the debt is large, has been unpaid for a significant time or where there are no extenuating circumstances.

8. A recommendation for suspension of registration shall be accompanied by recommendations for the imposition of conditions that must be satisfied before the suspension is lifted. These shall normally include a requirement that the outstanding debt be paid in full and may include undertakings to be given about future payments or other matters. Recommendations for termination of registration will only be made in serious cases of debt.

9. The Dean shall arrange for the student to be informed of the recommendations and to be invited to submit any comments within a period of not less than five days.

Action by the Dean

10. In the light of any comments received from the student, the Dean may request additional information and may interview the student. The Dean shall then decide either to approve the recommendation for suspension or termination, to vary the terms of the suspension, or to reject it.

11. The Dean shall arrange for the student, the Director of Finance, the Director of Administration, and other appropriate persons (e.g. in the College or Central Academic Body) to be informed of the decision.

List of persons whose registration is suspended or terminated

12. The University Secretary shall maintain a list of persons whose registration is suspended or has been terminated. The list shall be open to Heads and other appropriate officers of Colleges and Central Academic Bodies and may be circulated to them.

13. Persons on the list shall not be eligible to register for a course of study leading to a degree or other award of the University.

14. Subject to the provisions of the Data Protection Act, no information on examination performance shall be given to persons on the list.

Lifting of suspension

15. Suspension of registration shall be lifted if the conditions laid down at the time of the suspension are fulfilled. Registration will again become active provided the person complies with all other conditions relating to registration in force at the time the suspension is lifted.

16. Registration that has been suspended for two calendar years shall automatically be terminated and paragraph 17 shall apply to any subsequent request for readmission.

Readmission after expulsion

17. The Dean may exceptionally permit the re-registration of a person whose registration has been terminated under this procedure, but only if the debt has been paid in full, and if the Dean has received the undertakings he/she requires about future payments and any other matter.

Other action to recover a debt

18. Action for recovery of a debt (including legal action) may be pursued separately and continue or commence before, during or after the procedure set out above is followed.

19. The University Secretary may be consulted about academic sanctions that can be applied before or after entry to the last examination. Sanctions may include exclusion from an examination and withholding (subject to the provisions of the Data Protection Act) the results of examinations or notice of the award of a degree.

20. Other sanctions may be imposed on a student who is in debt to the University such as exclusion from premises or services, or proceedings for repossession of residential accommodation, especially if continued access would increase the debt. The Dean shall be informed of any sanctions and of the progress of other action or change in circumstances when a recommendation for suspension or termination of registration has been made, and in particular if the outstanding debt is cleared.

Appeals

21. Any appeal by a student against the Dean's action under these provisions shall be submitted in writing to the Vice-Chancellor within 10 days of the notification of the Dean's decision being sent to the Student.

22. The Vice-Chancellor shall consider the appeal and the action taken by the Dean. The Vice-Chancellor shall either rescind the Dean's decision with or without conditions or confirm the decision.

23. The Vice-Chancellor shall arrange for the Dean and the Student to be informed of his/her decision within 10 days of it being made.

The Office of the Independent Adjudicator for Higher Education

24. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the University Secretary of the University, or on the website of the OIAHE: www.oiahe.org.uk. The postal address is: Office of the Independent Adjudicator for Higher Education, Fifth Floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 0118 959 9813.

1 August 2008

ANNEX C

DISTANCE LEARNING PROGRAMMES REGULATIONS

Section 1.0

Provisions of information and admission of students

The provisions as outlined in Section 'Provision of Information and Admission of Students' paras 3.2.1, 3.2.2, 3.6, 3.7 and 3.8 of the Quality Assurance Framework (copied below) will apply for students undertaking the LLM by Distance Learning.

3.2.1 General

- (1) the conditions for admission to a programme of study leading to a degree or other award;
- (2) application and admissions procedures (including a commitment to respond to enquiries and applications within a stated period; e.g. an undertaking to respond to applications within three weeks);
- (3) information and guidance for disabled students;
- (4) fees and the payment of fees, including provision for payment by instalment; it should be stated clearly that non-payment of fees will result in de-registration; penalties for late payment should be stated;
- (5) bursaries and scholarships, including eligibility conditions, mode of application etc.;
- (6) accommodation, careers and other student services;
- (7) academic and non-academic support services.

3.2.2 For Master's programmes

- (1) programme regulations, programme specifications with learning outcomes, relevant guidelines and procedures; information about courses available and any restrictions or conditions on availability;
- (2) the conditions to be satisfied for the award of the degree and for the award of the mark of Distinction (and of Merit where the programme regulations permit this designation); methods and timing of assessment, including (where appropriate) the period within which students can expect course work to be marked and returned.

- 3.6 In all aspects of the provision of information and the admission of students, due attention must be paid to the University's Equal Opportunities policy and Data Protection guidelines, and the duties imposed on public bodies under the Equality Act.
- 3.7 All staff involved in the admissions process in the School and the Institutes should be appropriately informed about policies and procedures.
- 3.8 Each Institute should make appropriate provision for complaints and appeals in regard to admissions. Information on procedures should be available on the Institute's website.

In addition the following shall apply:

1. The minimum entry criteria will be published in ways that are understandable in all parts of the world where the programme will be offered.
2. It will be made clear that English will be the language that is used for and in all tuition, materials, residential schools, counselling, examinations, assessment and administration in the University.
3. Students should receive a clear explanation of the expectations placed upon them for study and the nature of any autonomous, collaborative or supported aspects of the learning, and the time commitment that they should be making.
4. The Institute will clearly specify the student entitlement to learning resources and support including any assumed and required to be in place at the location of the student, and be obtained by them.
5. Students will be informed of the technical requirements for the course and the anticipated response times from those responsible for technical support.
6. The schedule must make clear the sequence of the programme and the relationship between the whole course structure and the individual modules. Students need to know when there will be an opportunity for support by tutors, and deadlines for formative and summative assessment.
7. Students will be provided with assessment criteria as the basis on which their achievement will be judged, and the relative weightings of each module.
8. Students should appreciate their own responsibilities in terms of responding to requests and for participation in individual or group activities. Information must be given on the ground rules and protocols for communication.

9. Students must be given appropriate opportunities to give formal feedback on their experiences; this could include online forms and web-conferencing.

Section 2.0

Approval of distance learning courses

Final approval of such courses will only be given after taking account of the results of field testing of Distance Learning resources and learning materials and external peer review. Programmes will be delivered in a manner which provides a learning opportunity which gives students a fair and reasonable chance of achieving the academic standards required for successful completion.

Programmes of study offered as distance learning are designed so that the academic standard of the award is demonstrably comparable to those of awards delivered in other ways.

The School will ensure that study materials delivered through web-based channels meet specified expectations of the University of London in respect of the quality of learning support material leading to one of its awards.

The Higher Degrees Committee will be responsible for monitoring the effectiveness of the Distance Learning programme. Copies of reports made will be made available to the Academic Quality and Standards Committee.

In addition to the responsibilities outlined in paras 4.3–4.5 'Responsibilities of the HDC' of the Quality Assurance Framework, the Committee shall have particular regard to the following:

- That the system delivering the course shall be tested regularly and shall include the establishment of an adequate back-up plan in the event of the failure.
- The educational aims and intended learning outcomes of the programme delivered online are reviewed periodically for their continuing validity and relevance and for ensuring quality and academic standards.

The Quality Assuring forums of the School will ensure that:

- Clear statements are made on the expected communication between parties in the system;
- Access to tutors is provided for students on a regular, sufficient, and published basis;
- Regular opportunities for inter-learner discussion should take place to facilitate collaborative learning and to provide a basis for facilitating participation in the quality assurance of the programme.
- Students will have an identified academic contact through email, telephone and fax who can offer constructive feedback in academic performance and authoritative guidance on their academic progression for each element of the programme.
- Students will have an identified administrative contact for general enquiries and assistance.
- All enquiries from students are handled promptly and sympathetically.
- Students' progress is monitored regularly.
- The delivery of materials should be secure and reliable, and there a means available for confirming safe receipt.
- There are adequate safeguards against potential malpractice in regard to remote assessment.

Section 3

Boards of Examiners

The Course shall have a Board of Examiners which shall consist of all tutors associated with the course and an external or inter-collegiate examiner who has experience of distance learning.

The terms of reference for the Board of Examiners shall be as listed in para. 4.8 but shall have particular regard to ensure that the academic standard of the award is demonstrably comparable to those of awards delivered in the conventional manner.

Section 4

Academic discipline; complaints; harassment and discrimination

Attendance and academic performance

Students are expected to access materials regularly and be available within scheduled times for online discussion etc. Failure to submit, without good reason and prior permission, any summative assessments may result in withdrawal from the programme.

Students studying by distance learning can choose to make a complaint using the School's complaints procedure outlined in Section 7 of the Quality Assurance Framework.

Section 5**General regulations for Students of the School**

The regulations outlined in Section 8 of the Quality Assurance Framework 'General regulations for Students of the School' shall apply.

Section 6**Examination marks and notification of results**

The regulations outlined in paragraphs 8.16–8.19 of the Quality Assurance Framework 'Examination marks and notification of results' shall apply.

Section 7**Fees**

The regulations outlined in paragraphs 8.20–8.22 of the Quality Assurance Framework, 'Fees', and 8.23–8.25, 'Student Indebtedness', shall apply.

ANNEX D

PROGRAMMES OF STUDY FOR TAUGHT MASTER'S DEGREES

Programmes of study offered in the School of Advanced Study for taught Master's degrees are listed below, under the Institute responsible. The learning outcomes and programme regulations are included below; full details for each programme, including programme specifications, guidelines for Students etc., are available from the relevant Institute.

The School has established a credit framework which allows students to register for, and obtain postgraduate Certificates and Diplomas for some of its Master's courses.

Note on Assessment

The pass mark is 50%. Distinction may be awarded when the overall mark is 70% or above, with a mark of not less than 70% in the dissertation. Merit may be awarded when the overall mark is in the range 65–69%, with a mark in that range or above in the dissertation. Additional criteria may be applied for award of Distinction and Merit in particular Institutes.

Institute of Advanced Legal Studies

LLM in Advanced Legislative Studies

LLM in Advanced Legislative Studies by distance learning.

LLM in International Corporate Governance, Financial Regulation and Economic Law

MA in Taxation (Law, Administration and Practice)

PG Diploma in Taxation (Law, Administration and Practice)

PG Certificate in Taxation (Law, Administration and Practice)

Institute of Commonwealth Studies

MA in Understanding and Securing Human Rights

Institute of English Studies

MA in the History of the Book

MRes in the History of the Book

Institute of Historical Research

MA in Historical Research

Institute for the Study of the Americas

MA in Comparative American Studies

MA in Latin American Studies

MSc in United States Studies: History and Politics

MA in Caribbean and Latin American Studies

MSc in Globalisation and Latin American Development

MSc in Latin American Politics

MSc in Environment and Development in Latin America and the Caribbean

MA in Latin American Studies (Development)

Warburg Institute

MA in Cultural and Intellectual History 1300–1650

INSTITUTE OF ADVANCED LEGAL STUDIES
LLM IN ADVANCED LEGISLATIVE STUDIES
Degree code: JTALS

The LLM in Advanced Legislative Studies builds upon the existing resources and staff experience in postgraduate tuition in the field of legislative drafting at the Sir William Dale Centre for Legislative Studies at the Institute of Advanced Legal Studies. This LLM is a response to the frequent demand – from students as well as from foreign government departments – for a UK-based postgraduate taught programme in the field of legislative drafting in its broader sense.

Legislative drafting is often perceived as a technical skill, which one learns on the job. The view of the Sir William Dale Centre, as eloquently put by its founder and its staff in numerous publications, has always been that legislative drafting encompasses the theoretical analysis and practical application of the whole process of legislating. Legislative drafting has evolved to become the bedrock of political, economic and social transformation. It is still, however, relatively unexplored as an academic discipline. The LLM examines issues related to the legislative process, constitutional law, the methods of drafting in a modern democratic context, legislative ethics and law reform.

The LLM is divided into two pathways: the Common Law Direction and the EU Direction.

- The Common Law Direction offers the core course ‘Comparative Legislative Studies’, the course ‘Legislative Drafting’, the course ‘Themes of Legislative Studies’ and a dissertation.
- The EU Direction offers the core course ‘EU Legislative Studies’, the Jean Monnet module ‘Legislating for EU Membership and Accession’, the module ‘Theories of European Integration’, the joint course ‘Themes of Legislative Studies’ and a dissertation.

Part-time students take two courses in the first year of study and one course or two EU modules and the dissertation in the second year of study.

Courses and modules:

Legislative Drafting

Comparative Legislative Studies

Themes of Legislative Studies

EU Legislative Studies

Legislating for EU Membership and Accession (Jean Monnet module)

Theories of European Integration (Jean Monnet module)

Careers

The majority of students taking the LLM in Advanced Legislative Studies are legislative drafters, law professionals, government legal officers or consultants in the field of legislative drafting and legislative studies. Some are graduates of law, politics, government or other relevant disciplines who are interested in seeking employment in government, international institutions or international law and consultancy firms. In the past the LLM has been successfully used as a qualification for employment or promotion in government or the non-governmental sector.

Structure

Three two-term courses plus a dissertation of 10,000–15,000 words or two two-term courses and two one-term modules plus a dissertation of 10,000–15,000 words.

Mode of study

12 months full-time or 24 months part-time. Part-time students take two courses in the first year of study and one course or two modules and the dissertation in the second year of study.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU Master’s students: £5,059

Part-time Home and EU Master’s students: £2,695

Full-time Overseas Master’s students: £11,215

Website

www.sas.ac.uk/advlegislativestudies.html

INSTITUTE OF ADVANCED LEGAL STUDIES
LLM IN ADVANCED LEGISLATIVE STUDIES BY DISTANCE LEARNING

Degree code: JTDIL

The LLM in Advanced Legislative Studies builds upon the existing resources and staff experience in postgraduate tuition in the field of legislative drafting at the Sir William Dale Centre for Legislative Studies at the Institute of Advanced Legal Studies. This LLM is a response to the frequent demand – from students as well as from foreign government departments – for a UK-based postgraduate taught programme in the field of legislative drafting in its broader sense.

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- The Common Law Direction offers the core course ‘Comparative Legislative Studies’, the course ‘Legislative Drafting’, the course ‘Themes of Legislative Studies’ and a dissertation.
- The EU Direction offers the core course ‘EU Legislative Studies’, the Jean Monnet module ‘Legislating for EU Membership and Accession’, the module ‘Theories of European Integration’, the joint course ‘Themes of Legislative Studies’ and a dissertation.

Students take two courses in the first year of study and one course or two EU modules and the dissertation in the second year of study.

Courses and modules:

Legislative Drafting

Comparative Legislative Studies

Themes of Legislative Studies

EU Legislative Studies

Legislating for EU Membership and Accession (Jean Monnet module)

Theories of European Integration (Jean Monnet module)

Careers

The majority of students taking the LLM in Advanced Legislative Studies are legislative drafters, law professionals, government legal officers or consultants in the field of legislative drafting and legislative studies. Some are graduates of law, politics, government or other relevant disciplines who are interested in seeking employment in government, international institutions or international law and consultancy firms. In the past the LLM has been successfully used as a qualification for employment or promotion in government or the non-governmental sector.

Structure

Three two-term courses plus a dissertation of 10,000–15,000 words or two two-term courses and two one-term modules plus a dissertation of 10,000–15,000 words.

Mode of study

24 months part-time

Fees (2011–12, subject to uplift in 2012–13)

Part-time Home and EU Master’s students: £4,285

Part-time Overseas Master’s students: £8,032.

INSTITUTE OF ADVANCED LEGAL STUDIES
LLM IN INTERNATIONAL CORPORATE GOVERNANCE, FINANCIAL REGULATION AND ECONOMIC LAW

Degree code: JTICG

This innovative programme builds on the Institute's research expertise in company law, corporate governance, international economic law, financial regulation and financial law.

The programme is taught by leading academics from the University of London and other European universities. The courses on offer will analyse corporate governance, financial regulation and international economic and financial law from a European and comparative perspective.

The main themes covered include the role of international economic organisations in globalised financial markets and the emerging legal and regulatory institutions that govern European financial markets. The United Kingdom's legal and regulatory regime will be an important area of focus, including the various institutional models of regulation and the single regulator approach of the UK Financial Services Authority. Core courses will focus mainly on an academic analysis of the relevant legal and regulatory concepts and principles. Optional courses offered by legal and regulatory practitioners will address the practical aspects of corporate governance and financial regulation.

The programme is designed for those with a background in law and/or the social sciences and for mid-level professionals and academics who wish to develop a specialised understanding of corporate governance concepts and the role of financial regulation in today's globalised financial markets. The IALS is uniquely qualified and situated to offer this academic law degree programme in London — the world's leading international financial centre.

Courses

Core courses

International Corporate Governance and Transnational Corporations
International Capital Markets Law and Securities Regulation

Elective courses

Bank Corporate Governance
The Law of International Trade and Finance
International Economic Law and Organisation
Money Laundering and Financial Regulation
International Commercial Arbitration and Alternative Dispute Resolution
Extraterritorial US Financial Regulations
UK Banking & Securities Regulation
Comparative European Banking and Securities Regulation
Foreign Investment Law and Policy
Foundations of Economic Regulation

Structure

Six term-long courses, consisting of two core courses and four electives, plus a dissertation of 15,000 words.

Mode of study

12 months full-time or 24 months part-time. Part-time Students take three courses in the first year of study and three courses and the dissertation in the second year of study.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU Master's Students:	£5,390
Part-time Home and EU Master's Students:	£2,695
Full-time Overseas Master's Students:	£11,225.

Website

www.sas.ac.uk/internationalcorporategovernance.html

INSTITUTE OF ADVANCED LEGAL STUDIES
MA IN TAXATION (LAW, ADMINISTRATION AND PRACTICE)

Degree code: JTTAX

The MA in Taxation etc. is an advanced level programme in all aspects of taxation, including tax law, tax administration, tax policy and taxation in practice. It is aimed at those who have decided that they intend to devote a substantial part of their working careers to the field of taxation, whether as government officials, tax advisors or in-house tax specialists. Applications are particularly welcomed from those with several years of experience in the taxation field, whether in government or in the private sector. The degree is not focused solely on UK taxation, and applications are particularly welcomed from overseas candidates.

The programme is not limited to tax law, and applicants are not required to have a prior law degree, nor a prior degree or professional qualification in accountancy or taxation. Just as tax in practice attracts bright individuals from a diverse range of backgrounds, this programme is devised for those who come from a range of academic disciplines.

The programme is designed to be completed over one year (full-time) or two years (part-time). The programme is modular, and each candidate is required to complete 10 modules, most involving approximately 24 hours of classroom time. The teaching is designed to make the degree accessible to those who are working and studying part-time, with all the teaching being undertaken in the evenings, over weekends, or sometimes in 'block weeks'. There are no core or required courses, and students may choose whatever courses are most appropriate to them from those on offer.

The teaching is carried out by some full-time academics, but a large part of the teaching is done by part-time academics who are also in practice. There are also guest lectures.

Modules

Corporation Tax	International Tax Law 3
Comparative Corporate Tax	International Tax Law 4
Comparative Tax Systems	International Tax Law 5
Ethical Issues in Tax Practice	Introduction to UK Taxes
European Community Tax Law 1	Introduction to US International Tax
European Community Tax Law 2	Protection of Taxpayers
European Community Tax Law 3	Taxation of Corporate Finance
International Tax Law 1	Taxation of Trading Income
International Tax Law 2	Value Added Tax

Knowledge and understanding

Students will acquire a detailed knowledge of those areas of taxation law, tax administration and tax practice which they choose to study. They will learn to look at tax problems in a more holistic fashion and apply a policy- and principles-oriented approach. They will also develop their research and writing skills.

Students will acquire a sense of having joined an elite of taxation specialists from around the world, and a network of similar individuals whom they may encounter throughout their subsequent professional lives in a range of situations from handling clients jointly to negotiating double taxation conventions across the table from one another.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU Master's students:	£9,000
Part-time Home and EU Master's students:	£4,500
Full-time Overseas Master's students:	£11,250

Website

www.sas.ac.uk/taxation.html

INSTITUTE OF ADVANCED LEGAL STUDIES
PG DIPLOMA IN TAXATION (LAW, ADMINISTRATION AND PRACTICE)
PG CERTIFICATE IN TAXATION (LAW, ADMINISTRATION AND PRACTICE)

Degree code: Certificate: JCTAX; Diploma: JD TAX

The Postgraduate Diploma (six options), and Postgraduate Certificate (three options) in Taxation etc. is an advanced level programme in all aspects of taxation, including tax law, tax administration, tax policy and taxation in practice. It is aimed at those who have decided that they intend to devote a substantial part of their working careers to the field of taxation, whether as government officials, tax advisors or in-house tax specialists. Applications are particularly welcomed from those with several years of experience in the taxation field, whether in government or in the private sector. The degree is not focused solely on UK taxation, and applications are particularly welcomed from overseas candidates.

The programme is not limited to tax law, and applicants are not required to have a prior law degree, nor a prior degree or professional qualification in accountancy or taxation. Just as tax in practice attracts bright individuals from a diverse range of backgrounds, this programme is devised for those who come from a range of academic disciplines.

The Postgraduate Certificate programme is designed to be completed over six months. The programme is modular, and each candidate is required to complete three modules, most involving approximately 24 hours of classroom time.

The Postgraduate Diploma programme is designed to be completed over one year. The programme is modular and each candidate is required to complete six modules, most involving approximately 24 hours of classroom time. The Postgraduate Certificate and Postgraduate Diploma can be used to progress, incrementally towards the MA in Taxation.

The teaching is designed to make the degree accessible to those who are working and studying part-time, with all the teaching being undertaken in the evenings, over weekends, or sometimes in 'block weeks'. There are no core or required courses, and students may choose whatever courses are most appropriate to them from those on offer.

The teaching is carried out by some full-time academics, but a large part of the teaching is done by part-time academics who are also in practice. There are also guest lectures.

Modules

Corporation Tax	International Tax Law 3
Comparative Corporate Tax	International Tax Law 4
Comparative Tax systems	International Tax Law 5
Ethical Issues in Tax Practice	Introduction to UK Taxes
European Community Tax Law 1	Introduction to US International Tax
European Community Tax Law 2	Protection of Taxpayers
European Community Tax Law 3	Taxation of Corporate Finance
International Tax Law 1	Taxation of Trading Income
International Tax Law 2	Value Added Tax

Knowledge and understanding

Students will acquire a detailed knowledge of those areas of taxation law, tax administration and tax practice which they choose to study. They will learn to look at tax problems in a more holistic fashion and apply a policy- and principles-oriented approach. They will also develop their research and writing skills.

Students will acquire a sense of having joined an elite of taxation specialists from around the world, and a network of similar individuals whom they may encounter throughout their subsequent professional lives in a range of situations from handling clients jointly to negotiating double taxation conventions across the table from one another.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU students: PG Cert: £2,950; PG Diploma: Home and EU students: £3,850

Full-time Overseas students: PG Cert: £3,625; PG Diploma £4,750

Website

www.sas.ac.uk/taxation.html

INSTITUTE OF COMMONWEALTH STUDIES MA IN UNDERSTANDING AND SECURING HUMAN RIGHTS

Degree code: MTCHR

As the longest-running multidisciplinary and practice-oriented human rights MA programme in the UK, this course, offered by the Centre for International Human Rights at the [Institute of Commonwealth Studies](#), is aimed at individuals who are already, or wish to become, human rights professionals and activists. In addition the course is suitable for, among others, academics, journalists, public servants and employees of intergovernmental agencies. In contrast to many other such programmes which place emphasis on law, this course is multidisciplinary in character as it draws upon philosophy, history, sociology, anthropology, political science, international relations, cultural studies and development studies as well as law.

The MA in Human Rights has been successfully training human rights advocates and defenders around the world since 1995 and remains at the forefront of practice-oriented human rights education in the UK and Europe. The course's location in London means that it offers access to a wide range of organisations working in human rights, many of whom regularly contribute to discussions. In addition, journalists and documentary film makers with an interest in human rights have been invited to show their films and talk to students about their work.

The MA placement programme

During the course, students gain hands-on experience by participating on voluntary placements at some 30 human rights organisations in the London area. The usual commitment is one day per week for at least six months. Although this work is unpaid it adds considerably to the understanding of human rights gained in the classroom and places students at an advantage in finding good career opportunities on completion of the course.

Geneva study tour

Students participate in an annual study tour to Geneva, meeting with representatives of international and UN bodies, as well as experts from international NGOs.

Available modules:

Understanding Human Rights I	(Compulsory)
Understanding Human Rights II	(Optional)
Securing Human Rights I	(Compulsory)
Securing Human Rights II	(Optional)
Translating Human Rights into Law I	(Compulsory)
Translating Human Rights into Law II	(Optional)
Politics of Human Rights in Latin America	(Optional)
Researching Human Rights: Social Research Methods	(Optional)
Human Rights Internship	(Optional)

Students of this degree benefit from the specialist expertise and resources of the Institute of Commonwealth Studies (ICwS), from the unique scholarly community of the School of Advanced Study as the UK's national centre for the promotion and facilitation of research in the humanities and social sciences, and from access to the world-class facilities of the University of London. The Institute is the only postgraduate academic institution in the UK devoted to the study of the Commonwealth. Founded in 1949, its purpose is to promote interdisciplinary and inter-regional research on the Commonwealth and its member nations in the fields of history, politics and other social sciences. Its areas of specialism include international development, governance, human rights, north-south relations and conflict and security.

Structure

Three compulsory two-term courses plus a dissertation of 12,000 words.

Mode of study

12 months full-time or 24 months part-time. Part-time students take two courses in the first year of study and one course and the dissertation in the second year of study.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU students:	£5,490
Part-time Home and EU students:	£5,745
Full-time Overseas students:	£12,045

Website: www.sas.ac.uk/humanrights.html

INSTITUTE OF ENGLISH STUDIES MA IN THE HISTORY OF THE BOOK

The University of London's postgraduate degree in the History of the Book was inaugurated in 1995 and each year attracts a range of students from many countries.

The University's location in the centre of London and the unrivalled resources for all aspects of book history within easy reach, together with the expertise which exists in its many colleges and institutes, makes it an ideal place in which to carry out fundamental research of an interdisciplinary nature. The History of the Book has been the focus of increasing scholarly attention over the past 20 years. The field has developed through a process of discovering in the book new potentialities for insights into a broad range of scholarly problems. Originally considering mainly physical aspects of the book and the details of its manufacture and trade, scholars have come to see the study of the book as an aid to understanding literary texts and, more recently, as a focus for insight into social, cultural and intellectual processes in history.

The history of the book is thus a subject which encompasses the history of literate culture. Its focus includes not only books, but also newspapers, magazines, chapbooks and broadsides. Because the book did not begin with the invention of printing, the programme will also consider the manuscript book in all its forms from the pre-classical, classical and medieval periods.

The book is a material object. One way to study it, therefore, is to study its physical attributes. We can ask what form the book takes in different periods, and how that form developed over time. Because it is a manufactured object, we can also investigate the processes by which it is made. By considering conditions of manufacture, however, we are led not only into discussion of the book as physical object, but also the social, economic and cultural relations entailed in a book's production. The book is a centre of a web of authors, suppliers, producers, distributors and consumers. It exists in a context of social factors, which inevitably influence its production and distribution.

We could investigate a similar network for the production of virtually any other manufactured object, but the book is different from these objects because it also has intellectual content. It is, therefore, itself an actor in society, although one whose effects are varied, depending on circumstances of production, commerce, tastes and politico-religious regulations. Over the last 20 years the study of the history of the book has moved towards considering the dynamics of the interaction of the book and society, looking both at the effects society has had on the book, and at the way the book has influenced society.

Courses

Two required courses (this year 'Medieval Book' and 'Printed Texts 1450–2010')
Research Methodology

Courses (these may vary according to demand)

Autumn courses
Digital Publishing
Medieval Book (required)
Book in the Ancient World

Spring courses
Textual Scholarship and Contemporary Editorial Theory
The Italian Book
Printed Texts 1450–2010 (required)

MA in the History of the Book

Degree code: NTEHB

Structure

Six taught courses (two required courses and four optional courses) plus a dissertation of 15,000 words.

Mode of study

12 months full-time or 24 months part-time. Part-time students will usually complete the two required courses and two option courses in the first year, the third and fourth options being taken in the second year. It is assumed that during the first year work will have begun on the dissertation.

MRes in the History of the Book

Degree code: NTRHBFT

Structure

Three taught courses selected from those available on the MA or LRBS programmes under the guidance of the Course Director and Course Tutor, plus a 30,000 word dissertation.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU Master's students:	£4,620
Part-time Home and EU Master's students:	£2,310
Full-time Overseas Master's students:	£11,282

Website

www.sas.ac.uk/historyofthebook.html

INSTITUTE OF HISTORICAL RESEARCH
MA IN HISTORICAL RESEARCH
Degree code: RTIHR

This degree enables students to undertake assessed work and independent projects in the historical issues and controversies that interest them most. Students are introduced to key historical approaches, sources and methods and learn to apply them to their particular subject field. The course offers wide-ranging research training, and importance is placed on the use of architecture, material culture, archaeology and literature to aid historical research and understanding. Field trips and museum visits form a key part of the training programme. The degree can be undertaken in any historic area where Institute of Historical Research staff have supervisory competence.

Modules

Core courses

Historical Training: Methods and Approaches to Historical Research

History in Context: Cities, States and Localities in History

Option module: The special project is an original extended assignment based around the individual student's particular area of interest. It requires students to show that they can analyse primary source material in an effective and convincing way and place it in context to throw new light on a specific historical problem or controversy. The project may focus on a particular historical event or how a particular cultural activity (such as an exhibition, film or play) has interpreted such an event. Students will not be required to attend formal weekly classes but they will attend group discussions on the practical application of historical methods and at least four supervisory sessions.

Dissertation

Structure

Two core courses and an option course, plus a dissertation of 15,000 words.

Mode of study

12 months full-time or 24 months part-time.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU Master's students:	£4,110
Part-time Home and EU Master's students:	£2,055
Full-time Overseas Master's students:	£10,745

Website

www.sas.ac.uk/historicalresearch.html

**INSTITUTE FOR THE STUDY OF THE AMERICAS
MA IN COMPARATIVE AMERICAN STUDIES**

Degree code: FTCAS

Degree Convenor: Dr Kate Quinn

What does it mean to be American? The aim of this interdisciplinary and comparative MA is to answer this question in its fullest sense by exploring the Americas plural. By using the western hemisphere as a concrete region for comparative analysis, students will have a unique opportunity to answer crucial contemporary questions about the vitality of the nation state, the historic roots of current hemispheric relations, the political and social impact of globalisation and its discontents, and the ambiguities of continued cultural contact. The core course, interdisciplinary and historical in emphasis, provides a sound foundation in comparative American studies. Students then choose from a wide range of courses from different regions – the Caribbean, United States and Latin America – and from a variety of disciplines, including political science, history, sociology, literature and economics. Alongside the development of techniques, skills and knowledge relevant to the interests and research needs of individual students, the programme aims to equip students for both independent research and analysis in primary and secondary material, and writing at an advanced level, thus fostering students' intellectual development and the independent learning ability required for continuing professional and personal development.

Degree structure: Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits. For this MA students must take a minimum of 20 credits on the United States, Latin America and the Caribbean.

Mode of study: 12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year .

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,620
Part-time Home and EU Master's students:	£2,310
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/comparativeamericanstudies.html

**INSTITUTE FOR THE STUDY OF THE AMERICAS
MA IN LATIN AMERICAN STUDIES**

Degree code: FTLAS

Degree Convenor: Professor Kevin Middlebrook

This is a multidisciplinary degree where students from different academic backgrounds have the opportunity to study from a wide range of topics on Latin America. Disciplines covered include history, politics and international relations, economics, development, sociology, anthropology, geography and environment, cultural studies and literature. Students select a total of three course units from at least two disciplines. One course will be a major area of specialisation which will determine the area in which the dissertation is written. Options that require a high level of competence in Portuguese are indicated below.

Degree structure

Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits.

Mode of study

12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year

Competence in Spanish or Portuguese language

Students must have at least a basic reading competence in Spanish or Portuguese prior to enrolment on the Master's programme. This is a pre-requisite for registration. In order to be awarded the degree, however, students must have an acceptable level of language competence, at A-level standard or equivalent. This can be demonstrated by a test administered by the Institute, at the commencement of the degree and at completion.

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,620
Part-time Home and EU Master's students:	£2,310
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/latinamericanstudies.html

INSTITUTE FOR THE STUDY OF THE AMERICAS
MA IN UNITED STATES STUDIES: HISTORY AND POLITICS

Degree code: FTUSS

Degree Convenor: Professor Iwan Morgan

The MA United States Studies: History and Politics is a multidisciplinary degree bringing together the academic expertise of staff at the Institute for the Study of the Americas with that of United States specialists from colleges of the University of London. The programme aims to provide a comprehensive range of specialist courses in the humanities and social sciences attracting students from a wide range of backgrounds. Students choose six modules (or equivalent), one of them as their major area of specialisation which will usually determine the area in which they write their dissertation. Alongside the development of techniques, skills and knowledge relevant to the interests and research needs of individual students, the programme aims to equip students for both independent research and analysis in primary and secondary material, and writing at an advanced level, thus fostering students' intellectual development and independent learning ability required for continuing professional and personal development.

Degree structure

Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits.

Mode of study

12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year.

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,620
Part-time Home and EU Master's students:	£2,310
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/unitedstatesstudies.html

**INSTITUTE FOR THE STUDY OF THE AMERICAS
MA IN CARIBBEAN AND LATIN AMERICAN STUDIES**

Degree code: FTCALA

Degree Convenor: Dr Kate Quinn

What do the tiny island states of the Caribbean have in common with Latin American giants such as Argentina or Brazil? How do we explain the existence of English, French and Dutch-speaking nations on the South and Central American mainland? Is Cuba Latin American or Caribbean? This interdisciplinary and comparative degree broadens the lens on the region to encompass the diverse societies of both the South American continent and the islands of the Caribbean archipelago. The degree offers a unique opportunity to study differences and commonalities in the histories, politics, economies and cultures of the different linguistic territories of the region, contributing to a broader understanding of issues affecting the region as a whole: colonialism and imperialism; race and ethnicity; economic and social development; the environment; globalisation; migration; cultural diversity; and the local and global currents shaping the region today.

The compulsory core courses provide a sound interdisciplinary foundation in the modern Caribbean. Students then choose from a wide range of courses on Latin America and the Caribbean from a variety of disciplines, including political science, history, sociology, literature and economics. The dissertation will focus principally on (a) the Caribbean or (b) Latin America and the Caribbean.

Degree Structure

Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits. There are two compulsory 20 credit modules for this MA.

Mode of study

12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year.

Competence in Spanish or Portuguese language

Students must have at least a basic reading competence in Spanish or Portuguese prior to enrolment on the Master's programme. This is a pre-requisite for registration. In order to be awarded the degree, however, students must have an acceptable level of language competence, at A-level standard or equivalent. This can be demonstrated by a test administered by the Institute, at the commencement of the degree and at completion.

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,620
Part-time Home and EU Master's students:	£2,310
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/caribbeanandlastudies.html

INSTITUTE FOR THE STUDY OF THE AMERICAS
MSc IN GLOBALISATION AND LATIN AMERICAN DEVELOPMENT

Degree code: FTGLD

Degree Convenor: Dr Graham Woodgate

This degree examines the theoretical issues raised by globalisation and the variant ways in which different Latin American societies have reacted to it. It examines the degree to which contemporary indices of globalisation are continuous with earlier forms of Latin America's global incorporation. The course takes as its central concern the ways in which Latin American development is bound up with global processes.

Alongside the development of techniques, skills and knowledge relevant to the interests and research needs of individual students, the programme aims:

- To equip students for both independent research and analysis in primary and secondary material, and writing at an advanced level
- To foster students' intellectual development and the independent learning ability required for continuing professional and personal development.

Degree structure

Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits. There is one compulsory 20 credit module for this MSc.

Mode of study

12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year.

Competence in Spanish or Portuguese language

Students must have at least a basic reading competence in Spanish or Portuguese prior to enrolment on the Master's programme. This is a pre-requisite for registration. In order to be awarded the degree, however, students must have an acceptable level of language competence, at A-level standard or equivalent. This can be demonstrated by a test administered by the Institute, at the commencement of the degree and at completion.

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,851
Part-time Home and EU Master's students:	£2,425
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/globalisation.html

INSTITUTE FOR THE STUDY OF THE AMERICAS
MSc IN LATIN AMERICAN POLITICS

Degree code: FTLPO

Degree Convenor: Professor Kevin Middlebrook

This degree provides students with an opportunity to develop their general and specialist knowledge of major issues in the politics of Latin America. Students engage with a range of theoretical approaches, and can take options in the fields of comparative politics, political sociology, political theory and international politics. The required core course, Democratisation in Latin America, provides a critical comparative analysis of contemporary politics in a representative range of countries. In addition, students select a total of two further course units from the options listed below, and write a dissertation on a topic of their choice.

Degree structure

Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits. There is one compulsory 20 credit module for this MSc.

Mode of study

12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year.

Competence in Spanish or Portuguese language

Students must have at least a basic reading competence in Spanish or Portuguese prior to enrolment on the Masters programme. This is a pre-requisite for registration. In order to be awarded the degree, however, students must have an acceptable level of language competence, at A-level standard or equivalent. This can be demonstrated by a test administered by the Institute, at the commencement of the degree and at completion.

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,620
Part-time Home and EU Master's students:	£2,310
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/latinamericanpolitics.htm

INSTITUTE FOR THE STUDY OF THE AMERICAS
MSc in ENVIRONMENT AND DEVELOPMENT IN LATIN AMERICA AND THE CARIBBEAN.

Degree code: FTEDLA

Degree Convenor: Dr Graham Woodgate

The MSc in Environmental and Development in Latin America and the Caribbean takes as its central concern the interconnected environmental and social issues provoked by economic development and globalization in the Latin American/Caribbean region. It develops histories of natural resource exploitation and commoditization in Latin America and the Caribbean, and an understanding of the varied regional and global discourses that support the policy and practice of 'sustainable development'. The degree employs a broad range of disciplinary and transdisciplinary approaches to the study of the environment and development issues in Latin America and the Caribbean.

Degree structure

Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits. There are two compulsory 20 credit modules for this MSc.

Mode of study

12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year.

Competence in Spanish or Portuguese language

Students must have at least a basic reading competence in Spanish or Portuguese prior to enrolment on the Master's programme. This is a pre-requisite for registration. In order to be awarded the degree, however, students must have an acceptable level of language competence, at A-level standard or equivalent. This can be demonstrated by a test administered by the Institute, at the commencement of the degree and at completion.

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,620
Part-time Home and EU Master's students:	£2,310
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/latinamericanpolitics.htm

INSTITUTE FOR THE STUDY OF THE AMERICAS
MSc IN LATIN AMERICAN STUDIES (DEVELOPMENT)

Degree code: FTLAD

Degree Convenor: Dr Graham Woodgate

The programme aims to develop an understanding of the history, theory and evolution of economic development and social change in Latin America in the twentieth century, founded on a multidisciplinary approach and from a comparative perspective. By the end of the programme students should be able to demonstrate a broad empirical knowledge of Latin American development from the perspective of at least two disciplines. They should possess an awareness of the general patterns of difference and similarity across the region as well as of the principal theories that seek to explain those patterns.

Alongside the development of techniques, skills and knowledge relevant to the interests and research needs of individual students, the programme aims to equip students for both independent research and analysis in primary and secondary material, and writing at an advanced level, thus fostering students' intellectual development and the independent learning ability required for continuing professional and personal development.

Degree structure

Students are required to successfully complete 180 credits, comprising modules totalling 120 credits and a 15,000 word dissertation which is equal to 60 credits. There is one compulsory 20 credit module for this MSc.

Mode of study

12 months full-time or 24 months part-time. Part-time students will normally take the 80 credits in the first year and the 40 credits and the dissertation in the second year.

Competence in Spanish or Portuguese language

Students must have at least a basic reading competence in Spanish or Portuguese prior to enrolment on the Master's programme. This is a pre-requisite for registration. In order to be awarded the degree, however, students must have an acceptable level of language competence, at A-level standard or equivalent. This can be demonstrated by a test administered by the Institute, at the commencement of the degree and at completion.

Fees (2011–12, subject to uplift in 2012–13):

Full-time Home and EU Master's students:	£4,851
Part-time Home and EU Master's students:	£2,425
Full-time Overseas Master's students:	£12,584

Website

www.sas.ac.uk/lastudiesdevelopment.html

THE WARBURG INSTITUTE
MA IN CULTURAL AND INTELLECTUAL HISTORY 1300–1650
Degree code: WTWCI

This 12-month, full-time degree is intended as an introduction to the principal elements of the classical tradition and to interdisciplinary research in cultural and intellectual history from the late middle ages to the early modern period. Although it is a qualification in its own right, the MA is also designed to provide training for further research at doctoral level.

All students take four core courses and two options and write a dissertation as well as two essays. In addition, there is a regular series of classes throughout the three terms on Techniques of Scholarship. Subjects dealt with include description of manuscripts, palaeography, printing in the 15th and 16th centuries, editing a text, preparation of dissertations and photographic images. Some of these classes are held outside the Institute, in locations such as the British Library or the Wellcome Library. Students are given the opportunity to examine early printed books and manuscripts. Reading classes in Latin, Italian and French are provided and are intended to help acquire the necessary familiarity with those languages as written in the late middle ages and the Renaissance. Students are also encouraged to attend the Director's weekly seminar on Work in Progress and any of the other regular seminars held in the Institute that may be of interest to them. These at present include Maps and Society and the History of Scholarship from the Renaissance Onwards.

Courses

The core courses are spread over two terms and deal with:

Humanism	Neo-Latin literature, letters, antiquarianism, rhetoric and various aspects of classical scholarship.
Italian History	Aspects of late medieval and/or Renaissance social and political history.
Iconography	Mythological painting, allegorical figures, historical subjects, altarpieces.
Philosophy	The influence of classical philosophy in the Renaissance, studied through commentaries, dialogues and letters, as well as popular works.

The optional courses may vary from year to year. Recently offered topics include:

The Creation of Vasari's Lives
Sin and Sanctity in the Reformation
Art and Devotion in the Renaissance
Renaissance Material Culture
Islamic Authorities and Arabic Elements in the Renaissance
The Imagination and its Intellectual Contexts in the 16th and 17th Centuries
Prints and Printmaking in the Renaissance
Music and the Arts and Sciences in the Renaissance

Structure

Six one-term taught courses (four core courses and two from among the optional choices) plus a dissertation of 10,000–15,000 words and two essays of 3,000–5,000 words.

Mode of study

12 months full-time.

Other language requirements

A reading knowledge of Latin and of one European modern language other than English is required. An understanding of Italian is particularly useful.

Fees (2011–12, subject to uplift in 2012–13)

Full-time Home and EU Master's students:	£4,200
Full-time Overseas Master's students:	£11,257

Website

www.sas.ac.uk/culturalandintellectualhistory.html

This booklet is available in large print – please ask

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