



**UNIVERSITY  
OF LONDON**

# General Regulations 2025–2026

Distance and flexible learning  
programmes

**Important document – please read**  
This document contains important  
information that governs your  
registration, assessment and  
programme of study



University of London  
**SENATE HOUSE**  
and  
**LIBRARY**

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## Important information regarding the General Regulations

These General Regulations are for programmes administered by the University of London Worldwide. The study of programmes through the School of Advanced Study and the University of London Institute in Paris or at University of London federation members are governed by separate sets of regulations. See the individual websites for further information.

## Significant changes made to General Regulations 2025-2026

**Last revised 18 June 2025**

**Updates: 2 December 2024**

1. Within the section 'About the University of London General Regulations 2025-2026':
  - On annual revision of regulations, added that this is to maintain the currency of the programme of study and provide an up-to-date learning experience (4).
  - definitions table updated to align with University policy and practice (5).
  - clarification that notice of regulation changes are provided in advance of the next Academic Year, and we will endeavour to offer a withdrawn module/course for a period of up to a year from such notice or until the last student has completed the module/course if sooner (6a).
  - updated to clarify that if a Programme is to be permanently withdrawn, notice will be given for a period of up to five years or until the last student completes their studies, whichever is sooner. This includes all opportunities for resits. Additionally, reasonable efforts will be made to provide suitable alternative arrangements or facilitate a transfer to another programme if we are unable to offer the Programme for a period of up to 5 years or until the last student has completed their studies if sooner (6b).
2. Regulation 1.11, concerning the withdrawal of a module/course where the quality of the learning experience may be compromised, has been amended to remove the reference to 'optional (or elective)' and refer to all modules/courses.
3. Regulation 1.18 updated to add that the discretionary consideration of concurrent registration on UoL Programmes would normally require the agreement of both Programme Directors.
4. Regulation 3.7 on Recognition of Prior Learning (RPL) updated to reflect that:
  - once having registered for a module, you may not apply for RPL towards it, unless withdrawing within the 14-day cancellation period, or if permitted for a specific programme, not after having entered for the assessment of the module/course;
  - whereas at least one third of the total volume of credit of the qualification must be successfully completed with us, this is also subject to maximum volumes of RPL permitted in Programme Regulations.
5. Regulation 3.10 updated to note that the volume of RPL permitted towards an Exit Qualification would be the same as the volume of RPL permitted for the qualification

at registration, or as stated in the Programme Regulations if available as an Exit Qualification only.

6. Regulation 3.12 updated to note that RPL is only valid for the academic year for which you have applied. If you do not register for the academic session specified in your offer and later wish to study, you should contact us to advise on the validity of your RPL, and you may need to re-apply for your prior learning to be recognised
7. Regulation 5.5 updated to clarify that whereas submitted assessment tasks remain the property of the University, if a student creates intellectual property during their studies, this is detailed in the University's Policy on Intellectual Property Rights, Part E. As the University is unable to return assessment tasks, students are advised to keep copies of their work where possible.
8. Regulation 5.12 updated to note that any requests for refunds relating to assessment tasks that are not attempted would be dealt with in-line with the provisions of our Refund and Compensation Policy.
9. Regulation 5.14, added that you will not be allowed to retake or resit a module/course you have passed, having previously only noted you may not resubmit or resit assessment elements of a module/course already passed.
10. Regulation 7.9 has been updated to reflect that use of artificial intelligence in assessment may be explicitly required or permitted for a particular assessment.
11. Regulation 7.10 previously entitled 'falsification' has been updated to encompass 'research misconduct', noting that students engaged in research as part of their studies at the University are required to comply with the University Code of Good Practice in Research.
12. The title of Section 10 has been updated from 'Mitigating Circumstances' to 'Requests for Additional Consideration and Mitigating Circumstances'. The section now includes reference to the overarching Additional Consideration Policy, and then a regulation specific to mitigating circumstances that adversely affect academic performance.
13. Minor revisions throughout the document to improve wording, format, and structure, enhancing overall clarity and readability.

### **Updates 18 June 2025:**

1. A new regulation on falsification and fabrication has been added at 7.10. As a result, the existing regulation on research misconduct has been renumbered to 7.11, and all subsequent regulations in Section 7 have been updated accordingly. This change addresses a narrowing of scope introduced in the 2025–26 General Regulations, which situated falsification and fabrication exclusively within the context of research misconduct—contrasting with the broader framing in the 2024–25 General Regulations.



## About the University of London General Regulations 2025-2026

1. These General Regulations are subject to the [Statutes, Ordinances](#) and [Regulations](#) of the University of London.
2. Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.
3. General Regulations should be read in conjunction with your Programme Regulations, which are published on the [website](#).
4. The General Regulations and Programme Regulations are revised annually to maintain the currency of your programme of study and provide an up-to-date learning experience. You are bound by the regulations of the current Academic Year and not the Academic Year in which you initially registered.
5. Where any words are capitalised throughout these General Regulations, they shall have the meanings set out below.

<b>Academic Year</b>	for the purposes of this document, this means the period of your current registration. An Academic Year starts on 1 August and ends on 31 July. There may be entry points throughout this period. Students are expected to study for their session dates and these may continue into the next Academic Year period.
<b>Assessment Offence Procedures</b>	means our procedures for considering allegations of assessment offences
<b>Examination Centre</b>	means the location that your assessment takes place, where indicated as required for your Programme.
<b>Examination Hall</b>	means the room where your assessment takes place at an Examination Centre.
<b>Exit Qualification</b>	means a Qualification which you may be awarded where you cannot complete the requirements for your registered Programme.
<b>Intermediate Qualification</b>	means a Qualification which you may study as you progress to a higher-level Qualification.
<b>Module/Course</b>	is a unit of study within a Programme with an attributed number of credits. Some Programmes use 'Course' instead of 'Module'
<b>Offer</b>	means an offer to register on a Qualification of a Programme.
<b>Programme</b>	means your prospective or registered Programme of study with the University of London which your Qualification belongs within.

<b>Programme Fees</b>	means fees payable to the University which include, where applicable, Registration Fees, Continuing Registration Fees, module/course fees, and assessment entry fees as indicated in the published fee schedule for the relevant Programme. A full list of Programme Fees is available on our <a href="#">website</a> .
<b>Qualification</b>	the Qualification you are registered on which belongs within your Programme.
<b>Study Session</b>	means a defined period of time allocated for the study of one or more modules/courses. An Academic Year is broken down into one or more Study Sessions.
<b>Terminating your Course of Study</b>	where we Terminate your Course of Study this may be the highest Qualification or an Intermediate Qualification.
<b>University of London Academic Appeals Procedure</b>	means our academic appeals procedure.
<b>University of London Student Complaints Procedure</b>	means our student complaints procedure.
<b>University of London federation members</b>	The University of London is a unique <a href="#">federation</a> of seventeen higher education institutions. Our federation members are all independent institutions in their own right, delivering world-leading education and research across a broad range of disciplines.
<b>University of London Recognised Teaching Centre</b>	means a teaching centre that supports students studying for the Programme and is recognised under the University of London Teaching Centres Recognition Framework (TCRF) with the University.

6. Programme Specifications and Regulations may be revised during the time that you are registered with us. If revisions are made:
- a) we will give notice in advance of the next Academic Year if a module/course is permanently withdrawn, a syllabus is substantially revised, a new requisite for a module/course is introduced or the assessment method for a module/course changes. Any changes will normally come into effect at the start of the next Academic Year and we will endeavour to offer the module/course for a period of up to a year from such notice or until the last student has completed the module/course if sooner; and
  - b) we will normally provide notice of up to 5 years if a Programme is to be permanently withdrawn, or until the last student completes their studies, whichever is sooner. This notice period includes all opportunities for resits and will be clearly outlined in communications. If we are unable to offer the Programme for a period of up to 5 years or until the last student has completed their studies if sooner, we will use

reasonable efforts to offer suitable alternative arrangements or facilitate a transfer to another programme.

7. On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

## 1 Registration

### Effective date of registration

#### 1.1

We will give you an effective date of registration that will determine the date that you may first enter for assessments and the time from which your period of registration will be counted.

#### 1.2

Where a registration deadline is indicated for your Programme, you must complete your initial registration by the date specified. If you fail to do this, you may incur financial penalties or be required to defer your registration to the next point of entry. Registration deadlines for all Programmes are published on the [student portal](#).

### Period of registration

#### 1.3

Your maximum and minimum period of registration is determined by the Qualification on which you are registered. Minimum periods of registration are outlined in the Programme Specification. Maximum periods of registration are as follows:

Qualification	Maximum period of registration
Individual modules on a standalone basis	2 years
Foundation	3 years
Certificate of Higher Education	2 years
Diploma of Higher Education	4 years
Bachelors	6 years
Professional Graduate Certificate	2 years
Postgraduate Certificate	2 years
Postgraduate Diploma	4 years
Masters	5 years

Any exceptions to the maximum period of registration will be detailed in Programme Specifications.

#### 1.4

It is your responsibility to complete your studies within the maximum permitted period of registration.

#### 1.5

In exceptional circumstances, we may allow you to extend your period of registration if you have not completed your Programme within the maximum period of registration. If we allow this:

- we will review the currency of the modules/courses that you have completed and decide whether the credit can contribute to your Qualification;
- you will be responsible for any additional fees that become payable.



## Interruption of studies

### 1.6

You may request to interrupt your studies for a maximum period of one year on grounds of illness or other relevant cause, where you are unable to study as a result of personal circumstances. Unless stated in your Programme Regulations, this period of interruption will not count towards your period of registration.

### 1.7

All requests for interruption of study will be considered under the Requests for Additional Consideration policy available on the [student portal](#).

### 1.8

Requests for an interruption of study will only be accepted after you have been registered on your Programme for at least six months.

### 1.9

During the period of interruption, you will not be permitted to enter for any assessments.

## Your registration

### 1.10

You are responsible for ensuring that your choice of modules/courses is in line with current regulations. You can only select from modules/courses available during an Academic Year or Study Session. Not all modules/courses are offered every Academic Year or every Study Session.

### 1.11

Where there is good reason to believe the quality of the learning experience may be compromised, we may withdraw a module/course at short notice. Where this occurs, we will continue, whenever possible, to offer a range of modules/courses to choose from; ensuring that the number available will not be fewer than the number required for progression where applicable.

### 1.12

If it is a condition of the Programme that you attend a Recognised Teaching Centre, we will not assess you or consider you for an award if you have not satisfied that condition.

### 1.13

You may cancel your registration at any time. If you have entered for an assessment and then cancel your registration, the cancellation will only take effect after the release of the assessment results for your Programme.

### 1.14

If you subsequently commence a new Programme, you must pay all associated Programme Fees and any other costs. We will grant you the maximum period of registration relevant to the new Programme.

### 1.15

We reserve the right to withdraw your application to register in a particular field of study.

### 1.16

If you have failed or completed the Qualification, you will not be permitted to register afresh on Qualifications of that Programme, even on a different specialisation of that Programme.

### 1.17

If you have previously received an Exit Qualification of a Programme, and are still within your original period of registration, you may be permitted to rejoin the Programme with the original registration and registration period. To do so you must return the Exit Qualification unless your Programme Regulations state otherwise.

### 1.18

If you are currently registered on a University of London Programme, including standalone individual modules, and apply to concurrently register on another University of London Programme, or wish to apply to register on two University of London Programmes, your application will be considered on a discretionary basis, normally requiring the agreement of both Programme Directors.

## Confirmation of continuing study

### 1.19

When asked, you must complete the continuing registration process and pay any appropriate fees, by the deadline for your Programme.

### 1.20

If, when asked, you fail to complete the continuing registration process by the deadline for your Programme, you will not be able to enter for any written assessments during that Academic Year or Study Session, as applicable. If you decide at a later date to recommence the Programme, any outstanding continuing registration fees, where applicable, will become due and a late registration penalty may be added.

## Termination of registration

### 1.21

Your registration, and therefore your status as a student, will cease if:

- a) You achieve
  - i. the highest Qualification offered through the Programme; or
  - ii. the Qualification awarded through Terminating your Course of Study; or
  - iii. you are awarded an Exit Qualification in line with the Programme Regulations;
- b) The Board of Examiners confirms you are unable to meet the academic requirements of the Qualification offered through Terminating your Course of Study;
- c) Your period of registration ends;
- d) You formally withdraw from the Programme;
- e) We formally cancel your registration.

### 1.22

We may formally cancel your registration where

- a) You do not meet the minimum credits required for registration as set out in your Programme Regulations;
- b) You fail to return after a period of interruption of studies;
- c) You do not register with us for two consecutive Academic Years.

You should make us aware of personal circumstances that mean you are unable to study through the process set out in the Requests for Additional Consideration Policy published on the [student portal](#).

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## 2 Transfer of registration

### 2.1

If you successfully complete an individual module/course and are eligible to transfer to the associated Programme, upon registration, we will give you a new maximum period of registration effective from the Academic Year that you transfer, unless Programme Regulations indicate otherwise.

### 2.2

If you transfer your registration between Qualifications, pathways or specialisations within the same Programme, your maximum period of registration will continue to be counted from the effective original date of registration given to you when you initially registered on that Programme.

### 2.3

We will consider applications to transfer between Programmes. We will confirm whether you meet the entrance requirements, your maximum period of registration and any Programme Fees that apply.

### 2.4

If you have been entered for an assessment and then apply to transfer your registration between Programmes or between Qualifications or pathways within the same Programme, we will not consider your application until after release of the assessment results for your Programme, unless Programme Regulations indicate otherwise.

## Progression within a Programme

### 2.5

You may progress to the next level within a Programme provided:

- a) you have met any academic requirements specified in the Programme Regulations;
- b) you have sufficient time to complete the next level;
- c) you pay any applicable Programme Fees; and
- d) where required, you rescind any Qualification you may have received.

### 2.6

If you progress to the next level within a Programme, your registration will be transferred to the Qualification corresponding to that level. Your maximum period of registration will

continue to be counted from the effective date of registration given to you when you initially registered on that Programme.

### 2.7

If you progress from a lower-level Qualification to a higher-level Qualification within your Programme, assessment attempts made for a module/course at the lower-level Qualification will normally count towards the maximum number of attempts permitted for that module/course.

### 2.8

If we allow you to transfer your registration to a higher-level Qualification within your Programme without completing the requirements for the lower-level Qualification, you will not receive the lower Qualification as an Exit Qualification, unless Programme Regulations indicate otherwise.

### 2.9

Students who initially registered in 2022-23 or earlier may be permitted to be awarded Intermediate Qualifications and retain these when progressing within a Programme providing the relevant Programme Regulations expressly allow this.

## Transferring your registration

### 2.10

If you are registered at a federation member, you may apply to complete your studies for the same or similar qualification by transferring and registering for a Programme with us.

### 2.11

If we allow you to transfer and register with us, we will review the currency and coherence of the modules/courses you have completed and decide whether to grant you credit for them.

### 2.12

If we allow you to transfer and register with us, you will be required to pay all the associated Programme Fees and other costs.

## 3 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a generic term for the process by which we recognise and, where appropriate, award credit for learning that has taken place at another institution. Where the prior learning covered a similar syllabus to a module/course on the University of London programme, credit will be awarded as if the student took the University of London module/course.

### 3.1

If Recognition of Prior Learning (RPL) is permitted for a Programme, it will be stated in the Programme Regulations.

### 3.2

RPL will be considered based on the regulations in effect at the time of your application and will be approved at our discretion.

### 3.3

Prior learning will only be considered if you satisfy the entrance requirements for the Programme concerned. Where commencement on a programme of study is subject to additional conditions, the decision regarding the prior learning may be delayed until the additional conditions have been met.

### 3.4

Where RPL is permitted, we will only consider prior certificated learning. This is learning that has been formally assessed by a recognised academic institution or professional body acceptable to us and for which you have been awarded a resulting qualification and/or credits.

### 3.5

With the exception of the qualifications approved as Automatic RPL, applications for RPL based on assessments from professional institutions or professional certificates will not be considered.

### 3.6

RPL will not be permitted for modules on Performance Based Admission Routes (PBA).

### 3.7

Your prior learning may count towards a University of London Qualification provided that:

- a) the academic/professional requirements for the previous study can be verified by us;
- b) the range, quality and currency of the previous study and/or of a previous qualification, and its coherence with the studies to be undertaken, are confirmed as appropriate;
- c) the previous study is at an appropriate level as designated by us. This would typically be equivalent to a UK FHEQ level 4 or above to be considered for undergraduate Programmes or FHEQ level 7 or above to be considered for postgraduate Programmes.
- d) your prior learning was completed within the past five years, unless Programme Regulations indicate otherwise;
- e) you apply in line with our written procedures and provide the necessary evidence;
- f) you have not registered for the module/course concerned (unless withdrawing within the 14-day cancellation period). For specific programmes, you may be permitted to de-register from a module/course and apply for RPL after the 14-day cancellation period, but not if you have already entered for the assessment of the module/course concerned;
- g) the period of registration and study with us shall be at least one third of the minimum period of study prescribed for the Qualification concerned;
- h) at least one third of the total volume of credit of the qualification is successfully completed with us, subject to maximum volumes of RPL permitted in Programme Regulations;
- i) in all cases you undertake assessment at the final stage of the Qualification, or final assessment element.

### 3.8

Where prior learning is recognised, the decision to award credit (known as *Accreditation of Prior Learning* (APL)) shall be made by an academic appointed by the Programme Director. Fees may be payable.

### 3.9

Prior learning will only be recognised against a whole, named UoL module/course and not part of a module/course.

### 3.10

If you withdraw from your Programme before completing it, prior learning that we have recognised may count towards an Exit Qualification if available in the Programme Regulations. The volume of RPL permitted towards an Exit Qualification will be the same as that which may be granted for the corresponding Qualification at registration, or as stated in the Programme Regulations if available as an Exit Qualification only.

### 3.11

Where learning has taken place at a University of London federation member, this may be considered under Credit Transfer, outlined in Section 4: Credit transfer.

## Provision for recognition of prior learning

### 3.12

An offer by us to recognise prior learning will be made in a confirmation letter and will be valid:

- a) for a limited period of time. RPL is valid for the academic year for which you have applied. If you do not register for the academic session specified in your offer and later wish to study, you should contact us to advise on the validity of your RPL, and you may need to re-apply for your prior learning to be recognised;
- b) for a module/course on a named Programme. If you transfer your registration to another Programme, you may be required to apply for Recognition of Prior Learning for the new Programme.

### 3.13

Your transcript will indicate the credit value for any module/course where prior learning has been recognised. The mark awarded for the prior learning will not be recorded on your transcript and will not contribute towards classification of your Qualification.

### 3.14

You may not register for a module/course that we have recognised and accredited as prior learning unless you withdraw your request for Recognition of Prior Learning.

### 3.15

If you fail the assessment for a module/course, you may not apply for Recognition of Prior Learning for that failed module/course at a later date.



## 4 Credit transfer

### 4.1

If you have successfully completed study at a University of London federation member or institution, we will consider transferring your credit to one of our Programmes. If we allow you to transfer credit, the mark you received previously for the module/course may be carried forward to your record and may contribute towards the classification of your Qualification, in accordance with the scheme of award.

### 4.2

Credit transfer will be considered on the basis of regulations in effect at the time of the application and will be granted at our discretion.

### 4.3

The final transcript that we produce for you will detail the modules/courses for which you received credit, the year in which this credit was awarded and, where appropriate, the mark obtained.

### 4.4

We will not grant any credit for the successful completion of a non-credit bearing individual module/course unless expressly permitted for a specific non-credit bearing course/module by a Programme.

## 5 Assessment for the Programme

### 5.1

Assessment refers to any means we use to assess your ability against the learning outcomes. Assessment tasks may include, but are not limited to, time-limited assessments, coursework, projects, dissertations, and required online participation and activities.

### 5.2

Unless otherwise stated by the Programme Regulations, you must be the sole author of any work you submit for assessment.

### 5.3

We reserve the right to require you to complete an oral examination in order to confirm that work submitted by you for assessment is your own.

### 5.4

An assessment task is governed by the regulations in force at the time that you take the assessment.

### 5.5

All submitted assessment tasks remain the property of the University. This includes but is not limited to: time-limited assessment scripts, coursework, dissertations and projects. The University will not return paper or electronic scripts including assessment scripts, or any other submitted assessment tasks or work to you, including dissertations. Where a student of the University creates intellectual property in the course of their studies, this is detailed in the University's [Policy on Intellectual Property Rights](#), Part E. As the University is unable to return assessment tasks to you, students are advised to keep copies of their work where possible.

### 5.6

You will be given details of how the courses/modules on your Programme are assessed in Programme Regulations and Programme Specifications. Further details and instructions will be sent to you in assessment instructions including Admissions Notice, Notice to Candidates and programme-specific instructions.

### 5.7

We reserve the right not to mark:

- a) a time-limited assessment taken at a different time from the time we set; or
- b) assessment tasks received later than instructed.

### 5.8

You will normally be notified of any change to the format or the marking criteria of any assessment, but, in exceptional circumstances, it may be necessary to change the format or the marking criteria of an assessment task without giving notice.

## Assessment attempts

See your Programme Regulations for more detailed information about assessment.

### 5.9

As soon as you access a time-limited assessment online, or enter the Examination Hall, this will count as an assessment attempt.

### 5.10

If you do not access a timed-limited assessment online, or do not attend a written examination, this will not count as an attempt, unless Programme Regulations indicate otherwise.

### 5.11

If you fail to follow the instructions for the assessment task, including, but not limited to, meeting submission dates and complying with word counts, a penalty may apply, or the assessment task may not be accepted. This will count as an assessment attempt unless Programme Regulations indicate otherwise.

### 5.12

Any requests for refunds relating to assessment tasks that are not attempted would be dealt with in-line with the provisions of our Refund and Compensation Policy.

## Number of attempts permitted

### 5.13

If you have not yet met the conditions for the award of a Qualification, you can resit a failed assessment up to the permitted maximum number of attempts, as long as your registration has not expired.

### 5.14

You will not be allowed to retake or resit a module/course you have already passed, or resubmit or resit assessment elements of a module/course that you have already passed, or for which credit has been awarded, unless Programme Regulations indicate otherwise.

### 5.15

The result you get for your most recent attempt at an assessment task will replace any mark or grade you were previously awarded for that task unless Programme Regulations indicate otherwise. All your confirmed marks will appear on your transcript.

### 5.16

If you fail the overall assessment of any compulsory or required core module/course at the final attempt, your registration for that Programme will end unless the Board of Examiners, or Programme Regulations, allow otherwise.

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## 6 Taking an assessment

### 6.1

To take an assessment in any given Academic Year or Study Session, you must have:

- a) registered for the relevant Programme and module/course;
- b) kept to our regulations and assessment entry instructions and deadlines;
- c) paid all relevant Programme Fees, as required, both to us and, where applicable, to your Examination Centre.

### 6.2

Where you are required to make an assessment entry in order to:

- a) sit for a time-limited assessment, you must do so in accordance with the assessment entry deadlines. Dates will vary for each Programme and will be published **on the [student portal](#)**.
- b) submit coursework, you must do so in accordance with the assessment entry deadlines. Dates will vary for each Programme and will be published **on the VLE**.

### 6.3

Where indicated in Programme Regulations and/or in assessment communications, time-limited assessments take place at one of the Examination Centres listed by us as authorised to conduct our assessment.

### 6.4

Where you are required to sit your assessments in an Examination Centre, you must apply to your chosen Examination Centre for permission to sit an assessment with them. We are unable to make local examination arrangements for you.

### 6.5

Students in the same region will normally take the same time-limited assessment on the same date at the same local time. However, we have the right to set different assessments for the same module/course for students sitting in the same region or in different regions.

### 6.6

Answers to all assessment tasks, whether written or oral, must be given in English unless our instructions for a specific module/course allow a different language to be used.

**6.7**

When handwriting answers to assessment questions is permitted or required, handwriting must be legible. Examiners will not award marks for writing which they cannot read.

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## **7 Rules for taking assessments**

**7.1**

All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. By submitting work for assessment you confirm that the work is entirely your own, that you have acknowledged the work of other people within your submission, in line with our requirements, and that you understand what is meant by plagiarism, self-plagiarism, collusion, contract cheating and research misconduct.

### **Plagiarism**

**7.2**

Plagiarism occurs when someone uses another person's work, intentionally or unintentionally, without proper citation, thereby presenting it as their own.

**7.3**

Plagiarism is an assessment offence and will be dealt with as set out in 8.1 below.

### **Self-plagiarism**

**7.4**

You must not submit a significant part of the same piece of work more than once, unless your Programme Regulations permit you to do so. This includes, but is not limited to, assignments, essays, projects, reports, papers, dissertations and other work which you have submitted previously for the same module/course, for another module/course, programme or institution, or for publication.

**7.5**

Submitting the same piece of work twice is self-plagiarism, which is an assessment offence and will be dealt with as set out in 8.1 below.

### **Collusion**

**7.6**

Unless permitted by the Programme Regulations, you must not submit work which has been written jointly by two or more people.

**7.7**

Where two, or more, people submit identical or substantially similar pieces of work, this will be treated as an assessment offence and will be dealt with as set out in 8.1. You are responsible for protecting your own work and for preventing other students from copying from you.

### **Contract cheating**

**7.8**

Submitting work which has been written by someone else at your request, either in full or part, is contract cheating. This remains the case whether you have made payment for this

service or not. Contract cheating in all its forms is strictly prohibited and is an assessment offence.

### Use of artificial intelligence in assessment

#### 7.9

Except in cases where their use is explicitly required or permitted for a particular assessment, submitting work which has been generated by software, or derived from prompts or queries provided to any third-party service, including use of Large Language Model/Generative AI/AI chatbots, either in full or part, is an Assessment offence. Where usage is permitted for an assessment, the use of these tools should be appropriately acknowledged.

### Falsification/Fabrication

#### 7.10

All students have a responsibility for ensuring that data, or other information, including visual or audio components are accurately reported. The inclusion of falsified or fabricated data or information in any research or assessed work, is strictly prohibited. This includes the creation of false or fabricated quantitative or qualitative data or information, using GenAI or other means, unless it is an express requirement of your assignment to do so. The falsification and fabrication of data or information is an assessment offence and will be dealt with as set out in 10.1.

### Research misconduct

#### 7.11

All students engaged in research as part of their studies at the University are required to comply with the University Code of Good Practice in Research, or federation member equivalent, and related research policies. Any breach of these policies may constitute research misconduct and will be dealt with as an assessment offence as set out in 8.1 below. Research misconduct includes, but is not limited to, falsification or fabrication of data, unethical treatment of research participants, failure to obtain necessary permissions, unauthorised use of confidential information, misrepresentation of research findings, and actions that deviate from good research practice.

See the [Research Governance](#) page, Policies and Protocols, for more detailed information.

### Referencing

#### 7.12

Unless otherwise instructed, direct use of another person's work must always be clearly identified, through the use of quotation marks. You must also provide an in-text citation to the source, wherever direct use of another person's work appears.

This rule applies whether you have copied directly from the source, or recalled a passage from memory.

Another person's work includes any source that is published or unpublished, including words, images, diagrams, formulae, audio recordings, computer code, ideas and judgements, discoveries and results.

### 7.13

If you summarise any person's ideas or judgements, you must credit that person in the text and give full details of the work you have summarised in a proper form, unless otherwise directed.

### 7.14

The use of any material produced by software, if permitted, must also be accompanied by full referencing in the appropriate format.

### Additional rules for taking time-limited assessments

All time-limited assessment takes place in a controlled environment, according to the conditions set by us. These assessments are delivered through an online platform, either taken at home or in an Examination Centre, or by pen and paper in an Examination Centre. In advance of the assessment, you will be given details of the time-limited assessment for your Programme or module/course, the specific environment or location that is required, and the time allowed for the assessment. The time allowed for assessment may be supplemented with additional time; if this is the case you will be notified in assessment instructions.

### 7.15

A time-limited assessment will be considered live from the time it is released until all students taking that assessment, in that session, across all times zones, have completed the assessment.

### 7.16

Failure to comply with the following, either intentionally or unintentionally, will be deemed an assessment offence and will be dealt with as set out in 8.1 below.

### 7.17

You must:

- a) take the assessment on the date(s) specified by us, within the time limits set and under the conditions given in your Admission Notice and Notice to Candidates, including the relevant rules for assessment and programme-specific instructions. These documents will be provided to you in advance of the assessment;
- b) follow any instructions provided at the time of each assessment, both through the online delivery platform and/or Examination Centre and, where applicable, instructions provided by Examination Centre staff or online proctors;
- c) comply with any requirements to verify your identity, including the presentation of official photographic identification and assessment documentation such as the Admission Notice;
- d) comply with any technical requirements when taking the assessment on your own device as set out in Programme Specifications and published [online](#);
- e) comply with all conditions imposed on you by the online assessment platform, where applicable. This may include, but is not limited to, the requirement to have a functioning and unobstructed webcam and microphone for the duration of the assessment to enable either the recording and retrospective review, or live monitoring, of your assessment attempt.



### 7.18

You must not:

- a) access any materials or aids which are not permitted. This may include, but is not limited to, study notes, web pages, course materials including the subject guide, mobile phones, tablets, smartwatches, headphones or electronic devices, and materials that are allowed but which have been modified, amended or annotated. When sitting in an Examination Centre you must not have any prohibited items in your possession;
- b) communicate with, seek out or receive assistance from, others during the time an assessment is live. This includes, but is not limited to, tutors, friends or family, websites that offer assistance services, and Large Language Model/AI chatbots unless explicitly required or permitted for a particular assessment and appropriately acknowledged;
- c) exchange information or communicate with another student. This includes, but is not limited to, gesturing, passing notes, online discussions, verbal exchanges, video conferencing, screen-sharing, copying or allowing your work to be copied;
- d) engage in any discussion about a question paper in such a way that yourself or another student who has yet to sit the paper may be advantaged. This includes, but is not limited to, online discussions after one sitting has ended, but while the assessment is still live for other candidates;
- e) take stationery or other materials from an Examination Centre or take copies of materials that are not otherwise available to you as a download through the online platform. This includes, but is not limited to, question papers, supplementary answer books and copies of your answers.

### Materials and aids allowed during a time-limited assessment

#### 7.19

Unless you are told otherwise, the only materials you are allowed during a time-limited assessment is your compatible device and your Admission Notice. Where your assessment takes place in an Examination Centre you are additionally permitted your photographic identification and pens.

#### 7.20

You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted or required, or if your assessment is open book and what this means.

### Calculators

#### 7.21

The use of calculators during the time-limited assessment is strictly controlled. Where use of a calculator is allowed, the detailed specification of a permitted model or type of calculator will be given in the programme-specific instructions.

### 7.22

We will not provide calculators. You are responsible for providing a working calculator and for making sure that it meets the conditions set out in the programme-specific instructions.

### 7.23

You are not allowed to borrow another student's calculator during the time-limited assessment.

### 7.24

If you use a calculator in a time-limited assessment, you must write the name and type of calculator you used on your submitted work.

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## 8 Assessment offences

### 8.1

Assessment offences, as defined within section 7 of the General Regulations, will be considered under the [Assessment Offence Procedures](#). If you are subject to an allegation of assessment offence, you will have pending results withheld until the University completes its investigation and provides you with an outcome. If there is evidence that you have not kept to the regulations we may apply a penalty.

### 8.2

Where conduct during assessment conforms to broader definitions of misconduct under [University of London Ordinance 17: Code of Student Discipline](#), it may be considered more appropriate to refer cases for consideration under that procedure.

### 8.3

Details of proven assessment offences may be provided to your relevant professional or regulatory body.

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## 9 Access requirements or disabilities

### 9.1

If you are disabled and/or have access requirements, we will make every reasonable effort to meet your needs. This may include providing study materials in a different format where possible or by making special arrangements for your assessment. The University's [Inclusive Practice Policy](#) provides more details about the support available.

### Access arrangements

### 9.2

If you have a disability or access requirements, a panel will consider your request for special aids or for extra time in time-limited assessments. The panel will ensure that you are neither disadvantaged nor advantaged by any arrangements made when compared with other students. We cannot guarantee that assessment access arrangements will be possible in every case.

### 9.3

In exceptional circumstances we may make arrangements for you to take time-limited assessments at an alternative Examination Centre, where this is an option. (This may require an additional fee payment, where appropriate this may be covered by the University).

We cannot arrange for you to take oral or practical assessments in an alternative Examination Centre although we may allow you to use special aids during these exams wherever possible.

## 10 Requests for additional consideration and mitigating circumstances

### 10.1

The Additional Consideration Policy provides accommodation for any circumstances that may significantly affect a student's study or performance, including, but not limited to, requests relating to deferral of assessment, deferral of a module, further opportunities to take assessments, mitigating circumstances impacting on academic performance, module and programme cancellation outside of the 14-day cancellation period, and interruption of study.

The Additional Consideration Policy is available in the [student portal](#).

### 10.2

Mitigating circumstances adversely affecting your academic performance are any unforeseen serious circumstances beyond your control. You must contact us with details of any mitigating circumstances you wish to be considered in the session concerned within three weeks of the last written examination, or before the final submission date in the case of dissertations or credit-bearing coursework. You will be asked to provide supporting evidence in relation to your circumstances.

Details of how to submit evidence in support of your claim for mitigating circumstances are available on the [website](#).

## 11 Administrative recheck of marks

### 11.1

The University offers an administrative recheck service for time-limited assessment results. You can apply to have a mark rechecked and verified in line with the procedures and dates outlined in the [student portal](#).

### 11.2

There is a fee payable for an administrative recheck of your marks. If we find that there was a mistake in your published mark, we will update your student record and refund the relevant fee.

## 12 Final Qualification certificate and diploma supplement

### 12.1

To be eligible for the award of a Qualification, you must have:

- a) registered with us for a Programme;
- b) met the requirements for the relevant Qualification and kept to the regulations of the Programme concerned; and

- c) paid all Programme Fees that are due.

We reserve the right to withhold the Qualification certificate if you fail to meet any of these conditions.

### 12.2

If you have met the conditions to be considered for the award of a Qualification, the Qualification will be conferred. You will not be allowed to swap any failed modules/courses with other modules/courses and you will not be allowed to retake failed modules/courses.

### 12.3

Where an Exit or Intermediate Qualification is conferred retrospectively the date of the award will correspond to the year that the requirements for the Qualification were satisfied.

### 12.4

If you have met the requirements for the award of a Qualification, you will receive under our seal a final Qualification certificate. For degree Qualifications, you will also receive a diploma supplement, which includes a transcript detailing your complete academic profile.

### 12.5

Programme Regulations detail schemes of award; in all cases, the classification boundary begins at the lower integer stated in the scheme. The upper end of the boundary includes decimals up to the next classification integer.

## Individual module/courses

### 12.6

If you are registered with us for an individual module/course, you will receive a Certificate of Achievement if you have:

- a) successfully completed the assessment and any other study requirements for the module/course that you are registered for;
- b) kept to our regulations in all respects;
- c) paid all Programme Fees that are due.

### 12.7

Upon request, and payment of the relevant fee, we will provide a transcript of your results. Details of how to request this are on the [website](#).

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## 13 Provision for the award of a Qualification in exceptional circumstances

### 13.1

In exceptional cases you may be unable to return to enter for assessment. If the Board of Examiners determine there is sufficient evidence that you have completed the requirements for a Qualification, it may consider the Qualification of:

- a) a classified degree,
- b) an Exit Qualification (in line with Programme Regulations) or
- c) an aegrotat degree (an undergraduate degree without classification).

### 13.2

The Board of Examiners will consider whether your circumstances should be dealt with under the rules for mitigating circumstances (see Regulation 10.1) before offering a Qualification under these provisions.

### 13.3

If the Board of Examiners offers you a classified Qualification and you accept it, you will not be allowed to enter for any future assessments for that Programme.

### 13.4

If the Board of Examiners offers you an aegrotat degree and you accept it, you will not be allowed to enter for any future assessments for that Programme.

### 13.5

If the Board of Examiners offers you an aegrotat degree and you do not accept it, you will not be eligible for consideration under these provisions again.

### 13.6

To be considered for the award of a Qualification under these provisions, you, or a nominee, should make a submission using the 'Ask a question' button in the [student portal](#), outlining your case and providing all relevant evidence.

### 13.7

The Board of Examiners may apply these provisions and offer an exceptional Qualification using its own discretion at its own instigation.

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## 14 Student Complaints and Academic Appeals

### 14.1

You should follow the relevant [University of London procedures](#) if:

- a) you wish to submit a complaint;
- b) you wish to submit an academic appeal.

### 14.2

You cannot appeal against the result of an assessment on academic grounds. The available grounds are detailed in the Academic Appeals Procedure.

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## 15 Suspension and termination of your registration by us

### 15.1

If you breach any relevant disciplinary or conduct code, we reserve the right to apply the Code of Student Discipline process as described in the [University of London Ordinances \(Ordinance 17\)](#). Penalties may include suspension or termination of your registration with us.

### 15.2

Your registration may be terminated if you are found to have obtained an Offer on the basis of a fraudulent, dishonest or misleading statement.

### 15.3

We have the right to revoke your award in line with our procedures if, after you graduate, we find you have committed fraudulent or dishonest actions at any point during your registration with us or provided misleading statements at the point of application. In such cases and where applicable we will inform any relevant professional body.

These 2025-2026 General Regulations were considered and approved by the University of London Academic Board in January 2025.

Author: Senior Academic Services Manager, University of London Worldwide