

# Imperial College London

## General Regulations

[These General Regulations apply to all students of the College irrespective of their programmes of study.]

### 1 Awards

1.1 Imperial College of Science, Technology and Medicine (hereinafter referred to as 'the College') confers the following awards:

- A) FIRST DEGREES
  - Bachelor of Science (BSc)
  - Bachelor of Engineering (BEng)
  - Master of Engineering (MEng)
  - Master in Science (MSci)
  - Bachelor of Medicine and Bachelor of Surgery (MBBS)
  
- B) POSTGRADUATE TAUGHT DEGREES
  - Master of Business Administration (MBA)
  - Master of Education (MEd)
  - Master of Public Health (MPH)
  - Master of Research (MRes)
  - Master of Science (MSc)
  
- C) RESEARCH DEGREES
  - Doctor in Engineering (EngD)
  - Doctor of Philosophy (PhD)
  - Doctor of Medicine (Research) (MD(Res))
  - Master of Philosophy (MPhil)
  
- D) HIGHER DOCTORATE
  - Doctor of Science (DSc)
  
- E) DIPLOMAS
  - Postgraduate Diploma (PGDip)
  - Diploma of Imperial College (DIC) – post nominal title
  
- F) CERTIFICATES
  - Postgraduate Certificate (PGCert)
  
- G) ASSOCIATESHIPS
  - Associateship of the Royal College of Science (ARCS)
  - Associateship of the Royal School of Mines (ARSM)

Associateship of the Imperial College School of Medicine (AICSM)

- 1.2 The following award of the City and Guilds of London Institute is available to students of the College:

Associateship of the City and Guilds of London Institute (ACGI)

**2 Conferral and revocation of degrees and other awards**

- 2.1 The authority to confer any degree, diploma or other award granted by the College in accordance with the Statutes and Ordinances of the College and all privileges connected therewith shall be exercised by the Senate.
- 2.2 The Senate may revoke any degree, diploma or other award granted by the College in accordance with paragraph 2.1 above and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the Senate that:
- a) there was an administrative error in the award made under the procedures required by the Statutes and Ordinances of the College;
  - b) subsequent to an award, a 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.

**3 Publication of Regulations and Amendments**

- 3.1 The Academic Regulations are published annually in October under the authority of Senate.
- 3.2 Students registered for programmes of study are subject to the Academic Regulations currently in force.
- 3.3 Major amendments to existing Academic Regulations which may be approved in the course of a session for introduction during that session will be incorporated in the electronic Academic Regulations published on the College's website.
- 3.4 No amendment to the method of examination for programmes of study will be approved by the Senate within nine months of the date of the examination except with the agreement of the students registered for that programme of study.

**4 Entrance Requirements**

- 4.1 In order to be admitted to the College a student must:
- 4.1.1 satisfy the general entrance requirements of the College;

4.1.2 satisfy any additional requirements prescribed by the College for admission to specific programmes of study. These additional requirements are specified in the relevant programme Regulations.

4.2 A student must have a proficiency in the English language which satisfies the requirements of the College.

## **5 Registration Procedure**

5.1 Students who wish to proceed to a degree, diploma or other award of the College are required to register as students of the College.

5.2 Students must complete the College registration form immediately upon beginning attendance at the College and at the start of each session. Students are required to produce for inspection by the College the original documentary evidence of their qualifications. Any student who does not produce the necessary documentary evidence to verify that all admission requirements of the College have been met, or who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false, will be required to withdraw from the College.

5.3 Any student who misrepresents their academic achievements at College through false documents or statements will be required to withdraw from College. A former student who misrepresents their academic achievements at College through false documents or statements will be denied any privileges afforded to alumni. Cases involving misrepresentation may lead to the student's actual marks and/or any degree being revoked and may also be referred to the police authorities for further action.

5.4 Undergraduate students will be registered by the College in the names as they appear on their UCAS application form. Postgraduate students will be registered by the College in the names as they appear on their College application form (this may later be amended if the name on the documentary evidence of previous degree qualification or the passport differs). The College also reserves the right to inspect documentary evidence of a student's names particularly if these appear in an abbreviated or incomplete form; normally one or more of the following documents may be required: passport, birth certificate, statutory declaration made before a magistrate or commissioner for oaths, deed poll. Changes to a student's name during their period of study can only be effected upon submission of one or more of the above documents and providing that the documents establish beyond doubt that the names refer to the student in question. It is the responsibility of all students to ensure that their correct names are recorded by the College. No change can be made to a student's name after graduation unless the name change is related to a gender reassignment in which case the College will need legal proof of name change such as a statutory declaration of name change or Deed Poll.

5.5 A student will not be permitted to register concurrently for more than one award of the College or of any other university or other institution. Nor will any person be admitted as a candidate to any examination leading to an award of the College who has been admitted as a candidate for examination leading to the comparable award of another university or other institution unless they have pursued separate prescribed courses leading to the examinations concerned.

- 5.6 Notwithstanding the provisions of paragraph 5.5 above, the College may register as a student for a Master's degree a person who is registered for a qualification at a university or comparable institution outside the UK, provided that the application has been considered in accordance with the approved scheme for consideration of such applications.

## **6 Fees**

- 6.1 A student commencing a programme of study is required to pay the prescribed tuition fee in full, or to have made arrangements for its payment acceptable to the College.
- 6.2 An employee of the College may register for a higher degree in accordance with arrangements in force at the time.
- 6.3 Any student whose sessional tuition fees have not been paid in full will not normally be allowed to proceed to the next year of the programme and may be required to withdraw from the College.
- 6.4 A student who re-enters for an examination will pay to the College the re-entry fee prescribed by the College.
- 6.5 A student required to take qualifying examinations during the period of his/her registration will be permitted to enter without payment of a fee to the College, but a student required to pass qualifying examinations before being permitted to register may be required to pay the entry fee prescribed by the College.
- 6.6 In the event of a candidate who has paid their own entry fee withdrawing from the examination it is possible, under certain circumstances, for part of the fee to be refunded to them. Every candidate who decides to withdraw must inform the Academic Registrar so that consideration may be given to making a refund.
- 6.7 Examination entry fees cannot be transferred from one examination to a later one except as provided in paragraph 1.5.11 of the Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates.

## **7 Academic Year**

- 7.1 The term 'academic year' normally means the period extending from October to June inclusive.
- 7.2 The word 'year' when used without limitations means a calendar year.

## **8 Communications from the College**

- 8.1 Communications sent from the College to an individual student must be regarded as applying to that student only.

## **9 Approved Programmes of Study**

- 9.1 Programmes of studies offered by the College and governed by these Academic Regulations are approved by the Senate or, under delegated authority, by its sub- committees, and are subsequently published in the *Undergraduate Prospectus* and *Postgraduate Prospectus* as appropriate.
- 9.2 An approved programme of study for a first degree must extend over not less than three academic years and be continuously pursued, unless the College has permitted generally by Regulation or in special cases its interruption or reduction on grounds of illness or other adequate cause.
- 9.3 The College may, at its discretion, grant an interruption of programme of study to a candidate on grounds of illness or other adequate cause. An application for an interruption of programme of study must be made to the Academic Registrar. The normal maximum period of interruption that may be granted is two years. In exceptional circumstances application may be made to the relevant committee for a longer period of interruption.
- 9.4 A student admitted to any programme of study must attend and participate in the programme to the satisfaction of the Head of Department<sup>1</sup>. The College reserves the right to require any student whose academic progress is unsatisfactory or who fails in an examination to withdraw from the College. This right is vested in the Senate and is delegated by the Senate to the departments. A student required to withdraw has the right to appeal against the withdrawal decision but not against the results of any examination or academic assessment on which the decision may be based. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeal Committees, whose decisions are final.
- 9.5 A student who has been awarded a qualification by the College may not subsequently be awarded the same qualification in the same subject or field of study.
- 9.6 Except where the Regulations for any award provide otherwise a student who has been awarded a qualification by the College may enter again for that same qualification in a different subject or field of study provided that on each occasion the student registers anew and complies with all the Regulations for the qualifications as if they were entering for the first time.
- 10 Regulations for credit transfer: students registered for undergraduate degrees undertaking study elsewhere**

*The following provisions are not applicable in respect of students registered under the regulations for advanced students (section 11) or the regulations for students transferring to the College to complete a first degree (section 12) nor to students registered for intercalated bachelor's degrees.*

- 10.1 The College may permit a student to spend not more than one year of their programme, other than the first year, in another institution of university status and may exempt them from the College courses that would have been taken in that year or part thereof provided:
- a) that the institution has been approved for this purpose by the Senate;

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<sup>1</sup> For undergraduate medical students the Head of the Undergraduate School is the Head of Department.

- b) that in the opinion of the student's teachers the study carried out in that institution forms a coherent whole with the remainder of the programme;
- c) that satisfactory arrangements for the assessment of the student's performance while attending the institution have been approved by the Senate.

10.2 The Board of Examiners for the programme will grant examination exemptions and credits subject to the following:

- a) the conditions given in paragraph 10.1 are satisfied;
- b) a maximum exemption from examinations for courses to a value of four course units or 60 ECTS units or from those elements of the examination which the student would have taken in the year or part thereof they spent at another institution;
- c) the standard attained by the student is at least equivalent to that achieved by a student following the normal course.

## **11 Regulations for Advanced Students proceeding to an undergraduate degree**

*[These Regulations are not applicable to a student applying for registration for the degree of MBBS.]*

11.1 An Advanced Student may be exempted from part of a programme of study for a first degree and may be exempted additionally from part of the examinations prescribed for a first degree and given associated credits in accordance with the provisions set out in the Regulations for that degree.

11.2 In order to be eligible for an award conferred by the College, an Advanced Student must:

- a) meet the prescribed criteria and learning outcomes for the award, including any credits given under paragraph 11.1;
- b) be assessed for the award under the auspices of the College;
- c) have studied for a minimum of two years, including the final year, under the direction of teachers in the College.

11.3 Except insofar as these Regulations otherwise provide, students registered as Advanced Students shall comply with all relevant Regulations.

## **12 Regulations for credit transfer: students transferring to the College to complete an undergraduate degree**

*[A student who already holds a degree may not be granted exemptions in respect of that degree or part thereof under these Regulations. Graduates are eligible for consideration and admission as Advanced Students under the provisions of section 11 above.]*

- 12.1 Acceptability for credit transfer of work undertaken in other institutions outside the College does not confer right of entry to any programme.
- 12.2 A Transfer Student may be exempted from part of a programme of study for an undergraduate degree and may be exempted additionally from part of the examinations prescribed for an undergraduate degree and given associated credits in accordance with the provisions set out in the Regulations for that degree.
- 12.3 In order to be eligible for an award conferred by the College, a Transfer Student must:
- a) meet the prescribed criteria and learning outcomes for the award, including any credits given under paragraph 12.2;
  - b) be assessed for the award under the auspices of the College;
  - c) have studied for a minimum of two years, including the final year, under the direction of teachers in the College.
- 12.4 Except insofar as these Regulations otherwise provide students registered as Transfer Students shall comply with all relevant Regulations.

### **13 Entry and Re-entry to Examinations**

- 13.1 No student will be admitted to an examination unless they have completed to the satisfaction of the relevant teaching staff the appropriate programme of study therefor in accordance with the programme Regulations.
- 13.2 A candidate who enters or re-enters for any part of an examination shall be examined in accordance with the Regulations in force at the time of their entry to the examination.
- 13.3 Students are responsible for ensuring that such registration and examination entry forms as are required for degree and diploma examinations are completed and submitted by the specified dates in accordance with instructions issued by the Academic Registrar.
- 13.4 A candidate who informs in writing the Academic Registrar of the withdrawal of their entry before the date for the commencement of the examinations as prescribed by the College on the grounds of illness or other adequate cause for which evidence must be provided may at the discretion of the Board of Examiners not be regarded as having made an entry or re-entry. All other candidates who withdraw from or do not attend an examination without providing evidence of satisfactory extenuating circumstances will be judged to have attempted the examination and failed.
- 13.5 At the discretion of the College special arrangements may be made for a candidate who is ill or otherwise disabled to take their examination. Applications under this regulation should be made to the Academic Registrar as early as possible after registration and no later than six weeks before the date of the candidate's first examination test. Applications received after this date will only be considered in the case of sudden illness or accidental injury.

## **13.6 Illness**

### *First Degrees*

13.6.1 Aegrotat provisions for candidates for first degrees (where applicable) are as specified in the individual degree Regulations.

### *Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates*

13.6.2 Special provisions for candidates for Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates are specified in the Regulations for the Award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates.

## **13.7 Re-entry**

### *First Degrees*

13.7.1 A candidate who at their first entry does not complete successfully an examination for a first degree, or, where appropriate, any part of an examination for a first degree may, subject to the original or strictly comparable programme still being examined at the College, re-enter for the relevant examination on such conditions and on the number of occasions as may be prescribed in the Regulations for the award of the degree.

13.7.2 When such re-entry to an examination would involve further attendance at the College, a candidate may re-enter the relevant examination only with the permission of the Head of Department.

13.7.3 Re-entry to an examination will be at the next following examination for which the candidate is eligible except where the Board of Examiners has granted permission for a candidate to defer re-entry until a subsequent examination as prescribed in the relevant Regulations for the award of the degree.

### *Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates*

13.7.4 The provisions for candidates for Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates are specified in the Regulations for the Award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates.

### *Research Degrees*

13.7.5 The provisions for candidates for MPhil, PhD, EngD and MD(Res) Degrees are specified in the Regulations for the award of those degrees.

## **14 Examination Tests**

- 14.1 At any examination in which there is a practical examination in an experimental science subject, a candidate must satisfy the examiners in both the practical and written parts of the examination.
- 14.2 Candidates at any examination by written papers taken under supervision and within a defined time limit or at any practical, viva or similar examination are permitted to use such books, notes, instruments or other materials or aids as are specifically permitted by the Board of Examiners for the examination in question.
- 14.3 Except as provided in paragraph 14.2 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 the candidate on entry to the examination room shall be deposited immediately with the Invigilator.
- 14.4 Any unauthorised materials or aids introduced by a candidate into an examination room must upon request be surrendered to the Invigilator. Any aids so surrendered may be handed over by the Invigilator to the College authorities which may make copies thereof, and the original aids (together with all such copies) may be retained by the College at its absolute discretion.
- 14.5 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 or copy from another candidate or engage in any similar activity.
- 14.6 At any examination by written papers taken under supervision or where the Regulations for any qualification provide for part of an examination to consist of 'take-away' 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 his/her own and any quotation from the published or unpublished works of other persons must be duly acknowledged.
- 14.7 Failure to observe any of the provisions of paragraph 14.2 to 14.6 above will constitute an examination offence. All examination offences will be treated as cheating or irregularities of a similar character in accordance with the Cheating Offences Policy and Procedures. Under these Procedures candidates found to have committed an offence may be excluded from all further examinations of the College.
- 14.8 All answers to examination questions must be written in English except where proficiency in a language other than English is specifically being tested.
- 14.9 All examination scripts are the property of the College and will not be returned to candidates. Save where the Requirements for any particular award otherwise provide, essays submitted *in lieu* of written papers, and dissertations, reports, practical and laboratory note books and field reports are returnable to candidates. Material will be returned in accordance with the instructions issued by the Board of Examiners.

#### **14.10 *Essays, Reports and Dissertations***

Except where the Requirements for any particular award otherwise provide, the above terms have the following meanings:

- 14.10.1 *An Essay*: A brief description and discussion (normally not exceeding 7,500 words), probably based on secondary sources, of a particular topic within a field of study.
- 14.10.2 *A Report*: An account (normally not exceeding 10,000 words) of the study of a specified topic based on experiments, observations or review of literature. A relevant bibliography would normally be expected.
- 14.10.3 *A Dissertation*: An ordered and critical exposition of existing knowledge in any field or part of a field of study. It may vary in length but should not normally exceed 30,000 words unless otherwise stated in the Regulations for a specific degree. There should be evidence that the field has been surveyed thoroughly. A full bibliography and references would normally be required.

## **15 Conditions of Admission to a Degree or other award**

15.1 To be admitted to a degree or other award a student must:

- a) have completed to the satisfaction of the College the programme of study prescribed in the Regulations for the particular award for which they are registered;
- b) have been examined in all parts of the examination prescribed for that award and shown a competent knowledge in the examination as a whole.

15.2 If a student is in tuition fee debt to the College at the time when they enter for the last examination necessary to qualify for the award of the College for which they are registered, the award may not be conferred, and no certificate in respect of the award will normally be issued, until the debt has been paid in full.

## **16 Representations from Candidates concerning Examination Results**

16.1 The College 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 Procedures and/or Regulations. Any representation should be addressed in the first instance to the Academic Registrar. There is no provision for the consideration of representations against the results of examinations on academic grounds.

16.2 It is common for students, whether UG, PGT or PGR, to have some form of academic or social interaction with their external examiners at some point during or after their studies as well as during the assessment process itself. Students should however note that it is inappropriate to submit complaints or representations direct to external examiners or to seek to influence or otherwise harass their external examiners. Inappropriate communication by a student towards an examiner would make that student liable for disciplinary action.

## **17 Notification of Results**

17.1 After the Examiners have reached a decision, every candidate will be notified of the result of their award, including the marks obtained, under the authority of the Academic Registrar.

*First degrees*

17.1.1 The date of the award will be 1 August of the year of the final examination, but where the candidate completes the degree after 1 August the date of the award will be the 1st of the month following the recommendation of the award of the degree by the Board of Examiners.

*Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates*

17.1.2 The date of the award to candidates for degree programmes ending on 30 September will be 1 November. The date of the award to candidates for other degree programmes will be the 1st of the month following the recommendation of the award of the degree by the Board of Examiners. Where the candidate completes the degree after the normal time the date of the award will be the 1st of the month following the recommendation of the award of the degree by the Board of Examiners.

*Research degrees*

17.1.3 The date of the award will be the 1st of the month following that in which the successful version of the thesis has been lodged with the College.

17.2 A diploma under the Seal of the College shall be subsequently delivered to each candidate who has been awarded a degree or other award of the College.

17.3 A student registered for the degree of MSc, MRes, MBA, MPH, MEd, MPhil, PhD, MD(Res) or EngD shall automatically be awarded the Diploma of Imperial College (DIC) upon successful award of the particular degree.