



**UNIVERSITY
OF LONDON**

Programme Regulations 2019–2020

International Foundation Programme

International Foundation Certificate

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

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Important information regarding the Programme Regulations

Last revised 26 April 2019

About this document

1. These 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 International Foundation Programme students.
3. These Programme Regulations are revised annually. You are bound by the regulations of the current Academic Year and not the Academic Year in which you initially registered.
4. Where any words are capitalised throughout these Regulations, they shall have the meanings set out below.

Academic Year	for the purposes of this document, this means the period for which your Programme runs. An Academic Year may start in October or January of any given calendar year, and may have entry points throughout this period.
University of London Procedure for Student Complaints and Academic Appeals	means our academic appeals and complaints policy and procedure.
Continuing Registration Fee	means any fee which a student is required to pay in order to reregister with us for each Academic Year after the first year of their studies.
Offer	means an offer of a place on a Programme.
Programme	means your prospective or registered programme of study with the University of London.
Programme Fees	These are fees payable to the University which include, where applicable, Registration Fees, Continuing Registration Fees, module/course fees, dissertation fees and assessment entry fees as indicated on our website. A full list of Programme Fees is available on our website .
University of London Recognised Teaching Centre	means a teaching centre that supports students studying for the Programme and is recognised under the Teaching Centres Recognition Framework (TCRF).

5. Programme specifications and regulations may be revised during the time that you are registered with us. If revisions are made
 - we will give notice of at least one year if a course is permanently withdrawn, a syllabus is substantially revised, a new requisite for a course is introduced or the assessment method for a course changes; and
 - we will give five years' notice if a Programme is to be permanently withdrawn.
6. On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

Terminology

For the International Foundation Programme you should note the following terminology:

Course: Individual units of the programme are called courses. Each course is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

If you have a query about any of the programme information provided please contact us via the *Ask a Question* tab in the [Student portal](#).

Changes to the International Foundation Programme Regulations 2019-2020

Significant general changes

1. *FP0001 Mathematics and Statistics* is no longer a compulsory course.

New courses

2. The following courses are being examined for the first time in 2019-2020:

FP0010 Business and Management

Other regulation changes

3. Examinations for all courses are now two hours fifteen minutes in length.
4. Appendix B – Assessment criteria: the assessment criteria are being re-written for 2019-2020. They will be available by the end of 2019 and these Regulations will be re-published with the new criteria.
5. Some general revisions to terminology to reflect sector practice, or enhanced clarification.
6. Some general revisions to language for purposes of clarification.

1 Programme overview

1.1

The International Foundation Programme consists of four courses from the following options:

- [FP0001 Mathematics and Statistics](#)
- [FP0002 Economics](#)
- [FP0003 International Relations](#)
- [FP0004 Politics](#)
- [FP0005 Social Psychology](#)
- [FP0006 Sociology](#)
- [FP0007 Pure Mathematics](#)
- [FP0008 Accounting and Finance](#)
- [FP0009 Law](#)
- [FP0010 Business and Management](#)

Choice of courses

To find out which course options are available at your chosen Teaching Centre, you should contact them directly. Not all courses are available at all Teaching Centres.

1.2

Once you are registered for the International Foundation Programme we may allow you to change your choice of course options. You may not change your choice of course options if you:

- are already eligible for the award; or
- have entered the examination for a course you want to change.

If you want to change courses you must: make sure there is an alternative course available, pay a new course fee and check with your Teaching Centre that you will be able to meet the attendance requirements to sit the examination.

Attendance requirements

Teaching Centres permitted to teach the University of London International Foundation Programme can be found in the [Directory of Recognised Teaching Centres](#).

1.3

You are required to attend a full- or part-time course of instruction at a Teaching Centre approved to teach the International Foundation Programme. You must comply with the Teaching Centre's attendance and coursework requirements, except in the following circumstances:

- when you are resitting an examination; or
- where the University has used its discretion to waive the requirements in special cases, on grounds of illness or any other cause that has been judged adequate.

1.4

Teaching Centres provide us with annual attendance records for all students. If your attendance record is not satisfactory, we will refuse permission for you to sit one or more examinations, and you will have to pay an examination re-entry fee to enter for exams in a later year. You will be required to attend a teaching centre in a later year, and ensure your attendance record is satisfactory.

2 Registration

Effective date of registration

2.1

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.

2.2

You must complete your initial registration by the date specified on the website. If you fail to do this you may incur financial penalties or be required to defer your registration to the next point of entry.

Period of registration

2.3

The minimum and maximum period of registration, from a student's effective date of registration, is:

	Minimum	Maximum
International Foundation Programme	One year	Three years

2.4

If you are registered on the International Foundation Programme, we will not renew or extend your maximum period of registration. You may request to do so, but only in exceptional circumstances.

2.5

You can 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.

3 Transfer of registration

3.1

If you are accepted on to, and register on, another programme offered through the University of London, you will be given a new period of registration.

4 Recognition of prior learning and Credit transfer

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 an institution other than the University of London before entry onto a programme of study.

Credit transfer allows you to use the mark that you gained from a course completed during a previous registration with us, or with a member institution of the University of London, to contribute towards your final award.

4.1

No credit transfer or recognition of prior learning (RPL) is allowed for students who register on the International Foundation Programme.

5 Assessment for the programme

General provisions

5.1

To enter for an assessment in any given Academic Year you must have:

- a) registered on the programme;
- b) kept to our regulations and examination entry instructions and deadlines;
- c) kept to the instructions provided for the assessment tasks;
- d) where applicable, kept to your examination centre's entry instructions and deadlines;
- e) paid all relevant Programme Fees, as required, both to us and to your examination centre.

5.2

Assessment refers to any means we use to assess your ability against the learning outcomes. Assessment tasks may include, but are not limited to, timed written examination, coursework, project and required online participation and activities.

5.3

All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. If you make use of somebody else's work it must always be clearly attributed to them. Failure to do so may be considered an assessment offence.

5.4

Where you are required to make an examination entry in order to sit for a written examination you must do so in accordance with the assessment entry deadlines.

5.5

Answers to written assessment tasks must be given in English unless our instructions allow a different language to be used.

5.6

When completing a timed written examination, handwriting must be legible. Examiners will not award marks for writing which they cannot read.

5.7

All examination papers remain the property of the University. We will not return scripts or any other work to you.

Sitting examinations

5.8

You must meet the attendance requirements to be allowed to enter the examination for any course.

Please see regulations [1.3 -1.4](#) for more information on attendance requirements.

5.9

You will be expected to take written examinations at one of the examination centres listed by us as authorised to conduct our examinations.

5.10

You must apply to your chosen examination centre for permission to sit a written examination with them. We are unable to make local examination arrangements for you.

5.11

Students in the same region will normally take the same written examination on the same date at the same local time. However, we have the right to set different written examinations for the same course for students sitting in the same region or in different regions.

5.12

You will normally be notified of any change to the format or the rubric of any assessment, but, exceptionally, it may be necessary to change the format or the rubric of an assessment task without giving notice.

5.13

We have the right not to mark a written examination paper taken at a different time from the time we set or assessment tasks received later than instructed.

Number of courses

5.14

You may decide when to take the examinations, the number you attempt each year and the order in which you take the examinations for your courses. You do not need to take examinations every year.

5.15

When you enter for examinations, you may enter for up to four courses.

Date of examinations

5.16

Written examinations take place in late April each year. You will receive an Admission Notice approximately two weeks before the examinations are scheduled to take place.

Assessment methods

5.17

Each International Foundation Programme course is examined by one two-hour fifteen minutes unseen written examination.

FP0001 Mathematics and Statistics

5.18

The examination paper for *FP0001 Mathematics and Statistics* consists of two equal sections: one section for Mathematics and one section for Statistics. You will receive a mark for each section and a combined final mark for the course.

5.19

You must achieve a mark of 40 or above for **each section** of the examination paper for *FP0001 Mathematics and Statistics* to pass the course. If you achieve a mark of 39 or less in one or both sections you will fail the course and you will need to resit the examination.

Important note: We will not accept an average of the marks from each section of *FP0001 Mathematics and Statistics* examination paper as a Pass if you have scored 39 or less in one section.

Number of attempts permitted

5.20

You have a maximum number of three attempts at the examination for each course.

5.21

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

5.22

As soon as you enter an examination hall to sit a written examination this counts as an examination attempt.

5.23

If you do not attend for a written examination, this will not count as an attempt.

5.24

No refunds are provided for examinations that are not attempted.

5.25

You will not be allowed to resit written examinations for courses that you have already passed or for which credit has been awarded.

5.26

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. However, all your confirmed marks will appear on the transcript.

Resitting examinations

5.27

There is a resit examination session held in July each year for invited students only. Resit invitations will be sent in mid-June.

5.28

It is the Board of Examiners' decision as to who will receive an invitation. This decision is final.

5.29

You will only be invited to the resit session in July if you have attempted all four courses and either marginally failed (i.e. with a mark between 30 and 39) one examination or you have submitted evidence of mitigating circumstances within three weeks of your last examination in April.

The July resit session is not compulsory. You may choose to resit your failed examination in line with regulation 5.31 below.

5.30

If you fail more than one course, you will have to wait until the following April to resit your exams.

5.31

If you fail a course, you may either resit it at any point within your maximum period of registration and examination attempts or substitute the failed course for an alternative course option.

5.32

You can resit up to four examinations in the April examination session.

Examination fees

5.33

If you complete examination entry for a course but are then absent from the examination, you will be required to pay an examination re-entry fee for all subsequent examination entries for that course.

5.34

If you complete examination entry for a course but are subsequently not allowed to sit the examination due to not meeting the attendance requirements, you will be required to pay an examination re-entry fee for all subsequent examination entries for that course.

5.35

If you fail an examination, you will be required to pay an examination re-entry fee for any subsequent examination entries for that course.

6 Rules for taking written examinations

6.1

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 [7.1](#) below.

6.2

You must

- a) keep to the instructions in the Admission Notice, Notice to Candidates, Rules for Examinations and, where it applies, the Permitted Materials List;
- b) keep to any reasonable instructions or requirements given by examination centre staff;
- c) keep to any revised arrangements that we may agree with examination centre staff;
- d) ensure that your Admission Notice and identification documents are kept safe and presented to examination centre staff or officials for the purposes of identification only.

6.3

You must not

- a) have in your possession, or have access to, any materials or aids which are not permitted during the examination. This includes but is not limited to, notes, mobile phones, tablets or electronic devices and materials that are allowed but which have been amended or annotated;
- b) engage in conduct that causes a disturbance. Violent, indecent, disorderly, threatening or offensive behaviour or language used during an examination may be treated as a disciplinary matter under [Ordinance 17: Code of Student Discipline](#);
- c) exchange any information with another student during an examination. This includes, but is not limited to, speaking, gesturing, passing notes, copying or allowing your work to be copied;
- d) engage in any discussion about an examination 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;
- e) take stationery or other materials from the venue in which the examination is held. This includes, but is not limited to, question papers and supplementary answer books.

Materials and aids allowed in the examination room

6.4

Unless you are told otherwise, the only materials you must enter the examination room with are your Admission Notice, Photo ID and pens. You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted.

Calculators

6.5

The use of calculators during the examination is strictly controlled. Where use of a calculator is allowed, the detailed specification is given on the Permitted Materials List.

6.6

We do not provide calculators for examinations. In examinations that permit their use, you are responsible for providing your own calculator. Your calculator must meet the requirements set out below and be in working order for the examination. You should make sure that you have a spare calculator (one that also meets the requirements set out below) in case your calculator fails during the examination, or you must be prepared to continue the examination without a calculator. You are not allowed to borrow another student's calculator during the examination. If you use an electronic calculator in an examination, you must write the name and type of calculator you used on your examination script.

6.7

If you are allowed to use a calculator in an examination, it must meet the requirements below, unless the Notice for Candidates (sent with your Admission Notice) tells you otherwise.

6.8

Calculators must be non-scientific and non-programmable.

6.9

You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages). Where a calculator is permitted in the examination, it should not be capable of receiving, storing or displaying user-supplied non-numerical data.

Only calculators limited to performing basic arithmetic operations may be used. This is to encourage you to show the examiners the steps taken in arriving at the answer.

6.10

Calculators that meet the requirements above may be brought into the examination hall and used for the following courses:

- *FP0001 Mathematics and Statistics*
- *FP0002 Economics*
- *FP0007 Pure Mathematics*
- *FP0008 Accounting and Finance*

7 Assessment offences

7.1

Assessment offences will be considered under the [Procedures for the Consideration of Allegations of Assessment Offence](#). If you are subject to an allegation of assessment offence you will have all 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.

7.2

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 Access requirements or disabilities

8.1

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.

Examination access arrangements

8.2

If you have a disability or access requirements, a panel will consider your request for special aids or for extra time in timed written examinations. 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.

8.3

In exceptional circumstances we may make arrangements for you to take timed written examinations at an alternative examination centre, where this is an option. (This may require an additional fee payment). 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.

9 Mitigating circumstances during the examination session

9.1

Mitigating circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance. 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. You will be asked to provide supporting evidence in relation to your circumstances. Details of how to submit evidence in support of your mitigating circumstances are available on the [website](#).

9.2

If, despite difficulties as described in [9.1](#), you have attempted and passed your examination(s), the grade(s) and percentage mark(s) received will stand.

9.3

If you attempt but fail an examination(s) because of difficulties as described in [9.1](#), and the documentation you provide is accepted by the Board of Examiners, you may be given a result of *Attempt not to count* for your examination(s). The attempt(s) will not count and you will be allowed to sit the examination(s) again without academic penalty. The attempt(s) will not count towards the maximum number of attempts permitted for each course.

9.4

If you did not attend an examination because of difficulties as described in [9.1](#), and the documentation you provide is accepted by the Board of Examiners, you may be given a result of *Absence certified* for your examination(s). The entry will not count as an attempt and you will be allowed to sit the examinations(s) again without academic penalty.

9.5

Absence certified and *Attempt not to count* reflect decisions by the Board of Examiners that absence from or failure in an examination through certified illness or other adequate cause will not be counted as one of the permitted attempts.

9.6

Although a course which receives a result of *Absence certified* or *Attempt not to count* is not counted as one of the attempts permitted, it will be treated as a resit in terms of attendance requirements and rules for sitting exams as outlined in regulations [5.28 – 5.32](#) in Section 5: Assessment for the programme.

10 Administrative recheck of marks

10.1

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

10.2

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.

11 Scheme of award

See [Appendix A: Scheme of award](#) for further details on how the International Foundation Certificate is classified.

11.1

To be considered for the award of the International Foundation Certificate you must have attempted and passed the assessment for four courses.

11.2

The International Foundation Certificate is awarded with Distinction, Merit or Pass. You will also receive percentage marks for each course.

See [Appendix B: Assessment criteria](#) for information on how to achieve the level required for a particular mark.

12 Final diploma and diploma supplement

12.1

To be eligible for an award, you must have:

- a) registered with us for a Programme;
- b) met the requirements for the relevant award and kept to the regulations of the Programme concerned; and
- c) paid all Programme Fees that are due.

We have the right to withhold the award 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 award will be conferred. You will not be allowed to retake or swap any failed courses with other courses.

12.3

If you have qualified for an award, you will receive under our seal a final award certificate. For the International Foundation Certificate, you will also receive a diploma supplement, which includes a transcript detailing your complete academic profile.

13 Progression and transfer to a higher qualification

Progressing to a qualification at levels 4, 5 and 6 of the FHEQ through the University of London

13.1

If you successfully complete the International Foundation Programme, you will meet the General Entrance Requirements for most of the undergraduate programmes offered by the University of London. Some programmes have programme-specific requirements and you will also need to meet these requirements.

13.2

If you successfully complete the International Foundation Programme and then progress to another programme offered by the University of London, you will not carry any credit for the courses passed.

13.3

On completion of the International Foundation Programme, you can only apply to progress to another programme offered through the University of London in the next available registration session. After this date, if you wish to study one of these programmes you must make a fresh application and pay a new registration fee for the programme.

Transferring to a higher qualification through the University of London

13.4

If you end your registration for the International Foundation Programme without passing all four courses and without receiving an award, you may still be considered for transfer to a programme offered through the University of London. If the programme has an attendance requirement, you also need to be accepted by a Teaching Centre that is recognised to teach the programme.

14 Complaints and appeals

14.1

You should follow the [University of London Procedure for Student Complaints and Academic Appeals](#) if:

- you wish to submit a complaint against us
- you wish to submit an appeal against the application of the regulations
- you wish to submit an academic appeal (to be considered in accordance with University of London Regulation 1, Annex 3).

14.2

You cannot submit an appeal against the result of an assessment on academic grounds. The grounds under which an academic appeal may be submitted are detailed in the [University of London Procedure for Student Complaints and Academic Appeals](#).

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 registration.

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 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.

Appendix A: Scheme of award

The guidelines presented below show the criteria used for the assessment of students on the International Foundation Programme. This information does not cover all special cases that the Board of Examiners may have to consider.

The Board of Examiners retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and/or fairness to students.

1 Eligibility for the award of the International Foundation Certificate

1.1

The Board of Examiners will consider you eligible for the award of International Foundation Certificate once you have passed all four courses.

2 International Foundation Programme grading scheme

2.1

All courses are weighted equally. The grading for each course is as follows:

Mark	Grade
70+	Distinction
60-69	Merit
40-59	Pass
30-39	Marginal fail
0-29	Fail

2.2

The International Foundation Certificate is awarded with an overall Pass, Merit or Distinction.

2.3

The International Foundation Certificate is only awarded with Distinction or Merit if it is completed with no more than one resit. If it is completed with more than one resit for one course, or resits in two or more courses, an overall Pass grade is awarded.

2.4

The minimum requirements for the grading scheme are as follows:

Distinction – awarded to students who have achieved **one** of the following sets of marks:

- three marks of 70 or above and one mark of 40 or above
- two marks of 70 or above and two marks of 60 or above

Merit – awarded to students who have achieved **one** of the following sets of marks:

- three marks of 60 or above and one mark of 40 or above
- one mark of 70 or above, one mark of 60 or above, one mark of 50 or above, and one mark of 40 or above
- two marks of 60 or above and two marks of 50 or above

Pass – awarded to all students who are eligible for award of an International Foundation Certificate as described in [1.1](#) above but not eligible for the award with Distinction or Merit.

Appendix B: Assessment Criteria

The assessment criteria are being re-written for 2019-20. They will be available by the end of 2019 and these Regulations will be re-published with the new criteria.