Information for registered students

Student guide
2018–2019

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Introduction

This guide provides you with essential information about studying with the University of London. It will tell you where to find information at every stage of your student journey, from registration through to graduation and beyond.

For information that is specific to your course you should refer to the detailed content on the virtual learning environment (VLE).

We hope it will become a key document that you will refer to again and again.
The University of London and the member institutions

We are the University of London, which is a federal University and one of the oldest, largest and most diverse universities in the United Kingdom. The University of London consists of 18 independent member institutions with outstanding global reputations and several prestigious central academic bodies. Some of the member institutions are specialised (such as the London School of Hygiene & Tropical Medicine or the Royal Veterinary College), while others are multi-faculty (such as University College London or Queen Mary).

The University of London collaborates with member institutions to bring distance and flexible learning to students worldwide.

Students are registered with the University of London, which handles the practical elements of running the programmes, such as processing fees, administering registration, and organising your examinations.

Academically, the programmes are designed and developed by the following member institutions:
- Birkbeck, University of London
- City, University of London
- Goldsmiths, University of London
- King’s College London (KCL)
- The London School of Economics and Political Science (LSE)
- London School of Hygiene & Tropical Medicine (LSHTM)
- Queen Mary University of London
- Royal Holloway, University of London
- Royal Veterinary College (RVC)
- School of Advanced Study (SAS), University of London
- SOAS, University of London
- University College London (UCL).
Member institutions are responsible for the academic direction of the programmes, including developing and maintaining the syllabi, preparing learning resources and marking the assessments. If you have any questions of an academic nature, you can get in touch with your member institution or by contacting us: https://london.ac.uk/contact-us.

All of the member institutions have long and fascinating histories, and many of them have changed their names as they have merged with other institutions over the years. The timeline below gives you an idea of our common heritage, from the foundation of the oldest College to the present day.

<table>
<thead>
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<th>18th century</th>
<th>19th century</th>
<th>20th century</th>
<th>21st century</th>
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<td>RVC founded as the first veterinary college in England.</td>
<td>University of London founded 1836. Birkbeck, UCL, King’s, Royal Holloway, Queen Mary, LSE and LSHTM all come into being.</td>
<td>SOAS founded. By the end of the century, all 10 Colleges have formally become part of the University of London.</td>
<td>In 2016, City University became a member institution of the University of London and changed its name to City, University of London.</td>
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**Governance**

Our programmes are governed by a number of committees and sub-committees which monitor, develop and initiate improvements to the programmes and to the working of the University. They are ultimately accountable to the Board of the University of London Worldwide. For more information about our governance arrangements please see our website.
Part one: how you study
Accessing our resources

Apart from a few key functions, such as examinations and graduation, the majority of your student experience with us will be online. We have a range of online services to support you through your studies, deliver learning materials, and help you to get in touch with us and with your fellow students.

To get the best out of your programme, you must have regular access to a computer with an internet connection. We also recommend that you meet the following minimum requirements:

- Sufficient bandwidth to download documents of at least 2 MB.
- Screen resolution of 1024 × 768 or greater.
- A web browser (the latest version of Firefox, Chrome or Internet Explorer with JavaScript and Cookies enabled) is recommended.
- A word processor that reads Microsoft Word format (.doc).
- Adobe Acrobat Reader, or other PDF reader.

**Please note:** certain essential functionality may not be supported on all mobile devices.

Some modules/courses may have other requirements, such as Flash player or audio. Please consult your study materials for details of what you need.

Student Portal

The **Portal** is your most important resource, enabling you to contact us and access your VLE and online study resources.

When you register with us you will be given a University of London username and password, which allow you to log in to the Student Portal and access:

- your virtual learning environment (VLE)
- the Online Library
- your student email account
- your user details
- other useful information.

As with all websites, the higher the bandwidth of your internet connection, the smoother your experience of the Portal will be.
Support

If you have technical issues with the Portal, including difficulty accessing the study materials or logging in, please go to the login FAQs at the bottom of the Portal homepage, where solutions to the most common problems can be found. If you can’t find the answer there, please contact the Student Advice Centre for user support. We will try to respond to your query within two working days; however, this may take longer during busy periods and holidays.

**Note that the user support service is for Portal queries only** and should not be used for questions on how to set up your computer, how to use software or to troubleshoot faults with your computer or Internet Service Provider.

VLE

The VLE is a password-protected area which is accessed from the Portal and is specific to your programme. This is where you will find your study materials, important announcements from your member institution and opportunities to interact with other students or tutors. Your VLE login details are the same ones you use to access the Portal. You should check the VLE regularly for updates and information.

Remember, you can also use the discussion areas on the VLE to connect with other students and feel part of our student community.

Student email account

When you register you will be given a University of London email account, which you can access through the Portal. There are many benefits to this, but primarily it:

- speeds up communication between you and the University
- provides a safe communications channel
- gives a sense of shared identity to all our students.

It is important that you check this email account regularly because we will use it to tell you about new developments and other important matters.

Remember that we will use email to send you important information, so it is your responsibility to leave sufficient space in your mailbox to receive emails and attachments from us and from your member institution.

Please do not send junk email to your fellow students. In particular, you must not under any circumstances:

- distribute unsolicited email that contains advertising material
- post any messages relating to pyramid schemes or money-making scams
- proliferate chain letters, such as those claiming to bring good luck
- use email addresses of students on the programme to distribute online petitions.

If you receive unsolicited email of any of these types, the best thing to do is delete it straightaway.

New to computer technology?

If computer technology is new to you, you may find it helpful to complete the European or International Computer Driving Licence or an equivalent course. This will help to ensure that you are a confident PC user. You can find out more at [www.ecdl.org](http://www.ecdl.org)
Using libraries and bookshops

Reading is an essential part of any degree study programme. In order to support you during the course of your studies, all registered students have free access to the University of London’s excellent Online Library. In addition, depending on your course of study, textbooks and essential reading materials may be sent to you as part of your study pack.

Please consult your study guide to see which essential readings are provided (if any), and which ones you will need to buy yourself.

Libraries

The Online Library

The Online Library provides access to over 97 million academic journal articles, newspapers and a growing collection of eBooks from Dawson Books. All library resources have been carefully selected because of their high academic quality and as such they are more reliable than those that are freely available on the internet.

To access the Online Library from the Portal, select the ‘Study’ tab. You can also access it directly by visiting http://onlinelibrary.london.ac.uk/.

Why do I need to use the Online Library?

- To access good quality information resources that are relevant to your programme, which are not freely available from the internet.
- Learning to use the library effectively will equip you with the information skills you need to quickly find resources you need, and to succeed in your studies and in your career.
- Having access to superior academic information resources can help you to obtain better grades.
- It is also a place to go for support from professional librarians.

How to use the Online Library

There is an individual homepage (‘gateway’) for each programme. You can access the study programme gateway from the Online Library Study Programme page. The Online Library’s databases are password-protected. To find out more about library passwords please see your individual programme gateway.

To help you to find your way around the Online Library, take the tour.

This should only take you ten minutes and it will save you a lot of time in the future.

Resources in the Online Library

Databases

The Online Library provides access to a wide variety of databases, many of which contain full-text electronic journals and eBooks. There are Quick Start Guides for each of the databases to help you learn to use them effectively; you can find these on each database information page, or on the Quick Start Guides page.
To view the databases that are specific to your programme, go to your Online Library Study Programme gateway. Your databases are listed on the left side of your gateway. The databases are also accessible from the databases page.

**Summon**

Summon is the Online Library’s Google-like search engine that provides fast, relevancy-ranked results through a single search box. Search across the databases for journal articles and newspapers using the Summon search box.

Read the Quick Start Guides for further information.

**Support for using the Library**

You may be able to find the information you need instantly at the Online Library Student Support section, which contains useful guides and links to frequently asked questions.

The Online Library Team are available between 09.00 and 17.00 (UK time) Monday to Friday. Contact them with your enquiries by email or telephone:

OnlineLibrary@shl.lon.ac.uk

+44 (0)20 7862 8478

You can also make enquiries by filling in a web form. A specialist librarian will aim to respond to your enquiry within two working days.

Keep up to date with Library developments in the Hot Topics section of our website.

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**Senate House Library**

You are entitled to use the University Library, which is based at Senate House in central London. For more information about using the Library, please read the libraries list on our website.

**Other libraries**

Many of our students use local or university libraries close to where they live. We provide details of libraries that offer facilities to our students on our website.

This information is updated regularly and is correct at the time of publication. If you find a library that is not included or if you discover problems with any of the libraries listed, please let us know.
Depending on your programme of study, you may be able to use your member institution’s library. Please check your Programme handbook/VLE to see if this is the case.

**Bookshops**

If you need to buy textbooks, the bookshops page on our website gives details of our dedicated online bookshop in partnership with Earthprint.

Through Earthprint, books are delivered by courier anywhere in the world. They stock our recommended titles on a wide range of topics, and you can also request other books if you can’t find what you’re looking for. You may find this service particularly useful and cost-effective if you are based in a country or region where postal delivery of books is slow or unreliable.

On the same web page, you will also find a list of other booksellers that our students have found useful in the past. If you know of a bookshop that is not included in our list, but which has provided you with good service, we would be grateful if you could let us know. We can then contact the bookshop to ask if we can include them on our list next year.
Studying at a recognised teaching centre

Many of our students choose to attend classes at a local teaching centre, and benefit from the support they can offer.

The type of support teaching centres provide varies. Most of them provide regular classes or occasional revision sessions. Others may provide online or correspondence support. They may also offer social and recreational facilities, libraries and other services that could benefit you during your studies. Please note that enrolment at a teaching centre is in addition to registering as a student with the University of London.

We advise you to wait for confirmation from us that you are eligible for the programme of your choice before enrolling at a teaching institution and paying their tuition fees.

Choosing a teaching centre

We have a long track record of working with teaching centres across the world. If you decide to support your studies by attending a teaching centre, we suggest that you first check our guide to teaching centres on our website. This guide gives plenty of advice on factors to consider when choosing a teaching centre.
Part two: your student journey
Funding your studies

Payment methods

The website has all the details about how you can pay. All payments must be made in pound sterling (GBP) and you will need to provide your full name and student number with any payment that you submit.

Student loans

If you live in England, Wales, Scotland or Northern Ireland and are registered on an undergraduate degree, Diploma of Higher Education or Certificate of Higher Education you may qualify for a part-time tuition fee loan from the Student Loans Company. Terms and conditions apply. See the website for more details.

If you’re a UK or EU national and you’ve lived in England for three years, you could be eligible to apply for a postgraduate loan worth up to £10,000. All of our master’s programmes are eligible. Terms and conditions apply. See the website for more details.

Financial assistance

We are unable to offer financial assistance to students. However, there are other options which you might like to consider. They are outlined on the website.

Non-payment of fees

If you fail to pay the appropriate programme fees, we reserve the right to suspend or withhold education-related services and facilities. This may result in the suspension or termination of your registration with us.

Please refer to the Terms and Conditions for further information.

Your right to cancel

If you change your mind, and you let us know within 14 days of your original payment, you can request a full refund of payments made. We will make the refund within 14 days of receiving your request. You should also read the section on despatch of learning materials, as they must be returned to us before we will make any refund. This is explained on the website.

Some fees are non-refundable, for instance, the application fee. Where this is the case, it is clearly indicated on the fees schedules.

After 14 days, any fees paid to the University will not be refunded unless there are mitigating circumstances which we will consider on submission of the relevant evidence. See the Terms and Conditions for full details.
How to register with us

You can usually register for your chosen programme online, via the Student Portal. Follow the links to complete your registration. You will receive an instant ‘confirmation of registration’ message on completion, which you can print off for your records and use to provide proof of your registration with us. You will also receive a follow-up email to confirm that your registration has been completed.

If you require proof of registration, the Registry Office will be happy to send you an official letter. (SOAS students should refer to their Programme Regulations because procedures are different.)

Student Terms and Conditions

As a student you are a ‘consumer’ of education and are entitled to protection within the law. In support of that you will be asked to agree to the Terms and Conditions (T&Cs) when you initially register with us for your first year of study, and again for each subsequent year of study. The T&Cs contain references to a number of documents setting out our regulations and policies, which you should read and understand in advance of agreeing to the T&Cs.

Further information about key aspects of the agreement and a downloadable pdf of the Terms and Conditions is available on the web site.

Changing your personal details

If any of your personal details change (for example if you are moving home or if you change your email address or phone number) you will be able to update them via the Student Portal and using the ‘My Records’ link. This will ensure that you continue
to receive important information and study materials from us, without delay. If you change your name you should contact us through the online enquiry system, including documentary evidence of your new name.

Recognition of prior learning

You may be able to apply for recognition of prior learning. If so this will be stated in the programme regulations. Where prior learning is recognised, the decision to award credit (known as accreditation of prior learning (APL), or ‘credit transfer’ or ‘exemption’ at other institutions) will be made by the University of London. If your application for recognition of prior learning is successful you may not have to take a particular module/course as part of your programme.

You must make a formal application for APL by contacting the Admissions Office via the Student Portal. Visit the website for further details on how to apply.

Maintaining your registration

When you register as a student, you will receive introductory study materials (materials are provided in hard copy and/or online, or a mixture, depending on your programme) and login details for your VLE where you can access materials and resources. In each subsequent year of your studies, you will need to confirm that you are still studying your programme and pay any required fees in order to continue as a student and receive further study materials from us. We call this ‘continuing registration’. (Professional accountancy and Global MBA students should refer to their VLE because the process if different.)

In brief

- We will send you an email alert when the online registration process opens for your programme.
- You must complete the registration process and pay the fees before the deadline.
- You must indicate all the modules/courses that you intend to study, even if you are continuing to study the same ones as in the previous year.
- You will only be able to enter for examinations in those modules/courses that you have selected as part of the registration process.

When the registration period opens (normally in September/October or December/January, depending on your programme) we will send you an alert by email, reminding you to complete the continuing registration process online. This is the quickest and most efficient way to register and will mean that you receive your new study materials without delay. The online continuing registration process allows you to:

- select modules/courses and request your study materials
- pay fees where required
- receive confirmation of your registration instantly
- track your progress through the system.
It is very important that you register and pay any required fees while the registration period is open. If you don’t, you will be deemed to be ‘inactive’, which means that you will not be sent any new materials or be permitted to enter for examinations. So make sure that you indicate all of the modules/courses that you intend to study, even if you are continuing to study the same ones as before.

**Extension and renewal of registration**

All of the programmes we offer have a maximum registration period, which varies from programme to programme. You may apply to renew or extend your registration for a specified amount of time, for example, for another year. For more information on the specific arrangements for your programme, please check your Programme Regulations.

If you wish to apply for extension or renewal of registration please contact the Registry Office.

**Changing your module/course choices**

If you would like to change a module/course on your programme after you have completed registration, you should contact the Registry Office via the Student Portal. (SOAS students should refer to their Programme regulations because the procedures are different.)

**Receiving your study materials**

For new modules/courses, or where there has been a major revision to a subject guide, we aim to have the new guide available by the start of the academic year. Depending on your programme of study, some study materials may be made available to you online only. For study materials sent in hard copy, any guides that are not ready when we send your study materials will be listed as ‘to follow’ on your letter and will be sent to you as soon as possible.

When your materials are sent, you will receive an email alert to let you know they are on the way. The majority of our study material packages can be tracked on the courier’s website or by using the delivery tracker in the Student Portal. Select ‘SRN’ from the drop-down menu in the ‘Track Shipment’ box and then enter your student number to see the status of your delivery, as well as your past history of shipments.

Your study materials may not be immediately available when you register well in advance of the study session. Please also allow some time for us to process your fee, check your selections and despatch materials.

Please contact us for assistance if you have not received your study materials in time for commencement of study.

**Queries about your study materials**

When you receive your study materials it is important to check the contents carefully. If there are any discrepancies, please report the matter to us as soon as possible and within 14 days via the ‘Ask a question’ tab on the Student Portal. We will, of course, wish to put right anything that has gone wrong but may be unable to do so if issues are reported a long time after the event.

Your VLE will normally provide information and resources that may be of use prior to the receipt of study materials. Please note that study materials may be provided online in your VLE as well as in hard copy, and some materials and resources may be online only, depending on your programme.
Transferring to another programme

If you would like to transfer to another of our programmes, you should first check the relevant course page to see if you satisfy the entrance requirements for that programme. If you do, you can apply to transfer your registration.

Requests to transfer must be made to the Registry Office via the Student Portal. When asking to transfer you must give your full name, student number, the programme on which you are currently registered and the programme to which you wish to transfer.

If your request is approved, in certain circumstances you may be awarded credit based on what you have already studied, or your grades may be transferred. However, the decision to award credit remains at our discretion.

If you have made an examination entry on your current programme, we will not consider a request to transfer until the examination results are confirmed.

Transferring to another university

If you wish to transfer to another university in the United Kingdom or elsewhere you should check with the university concerned whether this is possible, as each one has its own conditions and procedures.

We would advise you to start making enquiries at least a year before you wish to transfer. If you live overseas, the British Council is a good source of information about universities in the United Kingdom and how to apply to them, or you can contact the Admissions Office at the university concerned. If you need confirmation of your results as part of the transfer process, you may be able to get a transcript.

How to apply to universities in the United Kingdom

Applications to United Kingdom universities must be made via the Universities’ and Colleges’ Admissions Service (UCAS). The UCAS contact details are:

UCAS
Rosehill
New Barn Lane
Cheltenham
Gloucestershire
GL52 3LZ
United Kingdom
www.ucas.com
Tel: + 44 (0)871 468 0468

For consideration of a place from October in a particular year, the UCAS applications deadline is usually mid-January. You should, however, check their website for confirmation of the deadline and note that certain programmes may have alternative dates.
Assessment

The following information will guide you through the assessment process, from making an assessment entry through to receiving your results.

You may contact us at any time with any queries related to the assessment process by raising a query using the ‘Ask a question’ link in the Student Portal. You may also contact us by using the details on our website.

Global MBA and Professional Accountancy students should refer to their induction module for advice relating to assessment entry because the rules and process sometimes differ from the guidance given here.

Coursework

If you are studying for a module/course assessed by coursework only, or dissertation, you will still need to make an assessment entry so that your subsequent mark can be approved by the Board of Examiners and released to you.

How to enter for examinations

In order to sit an examination you must make an official assessment entry so we know you intend to sit and can make the necessary arrangements.

Most students will make examination entries online from the ‘My account’ section of their Portal homepage. From here you will be able to download your entry form, confirm your entry and pay any examination entry fee. The entry process may vary slightly depending on your programme of study and where you choose to sit the examination. You should contact us or your local centre if you are not sure.
Examination entry deadlines are published on our website.

**Changing your contact details**

You must inform us if your contact details change. If you change your address or contact information after you have submitted your assessment entry form, let us know as soon as possible by changing your details on the Portal. You should also inform your examination centre if your contact details change.

**Absence from examinations**

You may withdraw from any examination you are entered for, although please note that examination entry fees cannot usually be refunded for absence or withdrawal. You should let us know if you intend to withdraw for any reason and you should tell us if you were absent from any examination that you did not withdraw from.

You should also let your examination centre know if you withdraw or know that you will be absent.

**The examination timetable**

The examination session is generally held at the same time each year and you should keep this in mind when making plans such as booking holidays. Examination timetables are usually posted on our website three to six months before the examination session.

**Admission Notice**

If you have made an assessment entry, we will send you an Admission Notice by email approximately three to four weeks before the examination session begins. This notice allows you to be admitted into the examination room and provides important information including confirmation of the examinations for which you have entered, the dates and times on which you will sit your examinations, and your candidate number.

You should use the ‘ask a question’ link on your portal homepage to contact the Student Assessment Office if you have not received your Admission Notice 10 days prior to your first examination.

If you do not wish to miss the opportunity to sit, it is vital that you make sure that you are able to take your examinations on the dates given.

Your Admission Notice must be printed out and taken into every examination along with photographic identification (driving licence, passport or national identity card). Your paper may not be marked if you do not present both the Admission Notice and a valid form of identification. Do not write anything on your notice before you take it into your examination. It is an examination offence to bring unauthorised notes of any kind into the examination room.

We send details on examination conduct and the rules applying to examinations with your Admission Notice. This information is important and you should read it carefully.

**Examination centres**

Students are able to sit examinations across the world by using the examination centres, which are listed on our website. The examination centres are independent organisations and maintaining a good relationship with your centre will ensure that the examination process runs smoothly for you.
You should contact your local centre as soon as you can. The centre will give you any extra information you may need in relation to their local procedures and examination venues. It is important for you to check on the centre’s local entry deadline for entry as it may be before ours.

The centre will charge you a fee to cover the costs of administering your examinations. This fee is determined by the examination centre and should be paid directly to them. The local fee is charged in addition to the examination entry fee that you pay to us. The local fee can vary significantly from place to place so please check with your centre directly. Students sitting in London will be charged a London centre fee for each examination. You can find out more about the London centre fee on our website or by contacting us.

As mentioned before, it is important for you to let your centre know if you change your contact details. Your centre may need to let you know about last minute amendments to your examination arrangements.

We have approved centres in most countries. In larger countries, we have several centres covering most areas. In most cases, students use the exam centre that is closest to them. You should contact us if you are not able to get in contact with your centre.

Mitigating circumstances

Mitigating circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance. You must let us know of any mitigating circumstances that you would like us to consider within three weeks of the last examination in the session concerned or before your coursework submission deadline in the session concerned. You must submit to us a full medical certificate or other supporting documentation.

If you are having problems with obtaining your supporting documentation you should still contact us within the three-week period. You should explain why you cannot supply the documentation when you contact us.

More information on mitigating circumstances can be found on our website.

Receiving your examination results

Your results will be released online and you will be sent an email informing you when they are available. Dates for release of results are published on our website. We ask you to be patient and not to contact us before your release date. We will do all we can to get your examination results to you as quickly as possible when they are released.

Assessment offences

All forms of assessment are subject to a strict set of rules and regulations. For timed written examinations, these rules ensure that all candidates have an equal experience under examination conditions so that no student can gain an unfair advantage over another. For coursework submissions, these rules ensure that a student cannot receive credit for using somebody else’s work without acknowledgement, or by re-using their own work for more than one assessment.

The regulations follow widely-held principles, many of which you will already be familiar with – for example, you cannot refer to revision notes during an examination. However, this does not mean it is
safe to assume that you already know the rules. You may not know, for instance, that it is an assessment offence to have revision notes in your possession at any time during the examination, even if you do not make use of them. In fact all aids, including electronic devices such as phones and some watches, are strictly prohibited during the examination. Some items, such as calculators and statute books, may be permitted, but you will be told in advance if this is the case.

Breaking the rules, even accidentally, can result in a penalty ranging from the equivalent of a zero mark for the paper or assignment in question, through to termination of registration in extreme cases.

It is important that you take the time to refer to the overview of assessment rules on our website as well as:

- the detailed ‘Rules for taking written examinations’, ‘Plagiarism rules for coursework’ and the ‘Assessment Offences’ sections in the General Regulations
- the documents sent to you before you sit an examination, including the Rules for Examinations and any lists of permitted materials
- any referencing guidance on your VLE, if your programme has a coursework requirement
- any other relevant information posted on your VLE.

All suspected assessment offence cases will be considered under the Procedures for the Consideration of Allegations of Assessment Offence (also available on our website) and all results for the year will be withheld until the investigation is complete.

**In brief**

- You will not be able to make an examination entry until you have completed the registration and entry processes and paid all the related fees.
- Examination timetables will be made available approximately five to six months before the examination session.
- You will receive your Admission Notice by email approximately three to four weeks before your examinations.
- You should check the Portal, VLE and website regularly for information and updates.
Graduation

Your final certificate

Completing your studies represents a tremendous personal achievement that demonstrates hard work, commitment and dedication. As proof of this, we will send you an official certificate (sometimes called a ‘diploma’), printed on parchment, confirming the level of award you have achieved. It will carry the University of London logo and signature of the Vice-Chancellor, and will indicate that you were registered with the University of London as well as the name of the member institution for your programme. For most students the certificate will be posted to you at your registered address, so you must keep your contact details up to date. For students in some countries, the graduation documents are sent to the Examination Centre.

Bachelors and Masters will also receive a diploma supplement describing the nature, level and content of the programme that has been successfully completed. It also provides further information about the role of the member institution and method of study.

The diploma supplement includes a transcript of modules/courses taken and marks achieved as well as the overall classification. You will find this particularly useful for showing to future employers or other educational establishments. Note that your transcript shows your attempts at examinations.

Because they are legal documents, you will only be sent one copy of your certificate and diploma supplement. If you lose them and require a replacement, please send an email to us at diploma.enquiries@london.ac.uk and state your name, student number, qualification and year of graduation. Note that a fee is charged for replacements.

Due to the volume of awards that we process each year, you will normally receive your certificate
three to six months after the date of award for your programme. The date of award for undergraduate programmes is usually 1 August and for postgraduate programmes it is usually 1 November or 31 December following your final examinations. Prior to this, you will be able to see what award you have gained on your last ‘Notification of results’ on the Student Portal.

**Other records of achievement**

**Transcripts**

A transcript is the full academic record of your studies. It shows the examination papers and attempts you have taken and the mark or grade you achieved.

While a single copy of the final transcript is provided free as part of your diploma supplement (for Bachelor and Masters awards) the Transcripts Office can supply you with transcripts at any time during or after your studies to confirm your progress to date. You can have as many copies as you like, but there is a fee for each additional transcript you request. In order to request a transcript you will need to download and fill out an application form from the website.

**Official letters confirming your award**

The Transcripts Office can also provide official letters which confirm your award. These are generally acceptable as proof of your degree for employment and visa purposes, and bear the signature of the Chief Operating Officer and the official seal.

You should be aware that, at certain times of the year, processing may take several weeks. You should therefore contact us as early as possible if you need a letter of certification or a transcript.

The graduation ceremony

Each year, usually in March, a ceremony is held in London at which graduates from undergraduate and postgraduate programmes are presented to the Chancellor or Vice-Chancellor of the University of London. Many of our graduates from all over the world attend this formal ceremony, together with family and friends.

The ceremony ends with a reception for graduates and their guests, which provides an opportunity for you to meet our staff and representatives from the member institutions in a more informal atmosphere.

We will send you information about the graduation ceremony with the notification of your results. We recommend that you apply to attend as early as possible. Although spaces for graduates are unlimited, tickets for guests are allocated on a first-come, first-served basis, and the demand is always high. If you are unable to attend the ceremony that year, you would be most welcome to attend another year, provided space is available. For further information, please contact the Graduation Team, who are responsible for organising the ceremony.
After graduation

Alumni Network

Welcome to the world class

Whatever your location, you will be studying for a valued qualification from the University of London. On graduation you will automatically become an alumni of the University of London and a member of its Alumni Network, with members in over 180 countries.

Being part of our alumni network provides a wide range of benefits: taking part in our global events, meeting other graduates in their academic or professional field, sharing their experience with potential students or just staying in contact with the University. The Alumni Network is here to help our student graduates build a lifelong relationship with the University of London and each other.

There are different ways to keep in touch and be part of our supportive community.

Join us and engage with our Alumni Ambassadors, International Chapter Network and find out about the latest alumni events via our online and social media communities.

Follow us on:

- Facebook – facebook.com/londonualumni
- LinkedIn – linkd.in/alumniassociation
- Instagram – londoninternational.ac.uk/Instagram

How our alumni can help you

The Alumni Network has a number of Alumni Ambassadors who can help you while you are studying. They can offer advice on how to cope with your studies, based on their own experience.

There are a number of Alumni Ambassadors from a variety of programmes all over the world – you are free to contact any of them.

You can also hear first-hand from alumni and academics on our YouTube channel.

Find out more at: london.ac.uk/alumni

Email: uolia.alumni@london.ac.uk

Take your next steps by studying again

Graduates can apply to register for further University of London degrees, with a bursary of 10 per cent of fees. The bursary will be awarded for a full Bachelor’s or Master’s degree.

In order to receive this bursary, you must have completed a Bachelor’s or Master’s with us and be classified as one of our graduates.

No additional proof will be required, since we will already have a record of you having successfully completed a degree with us.

Find out more at https://london.ac.uk/alumni/alumni-bursary
Part three: our commitment to you
Improving your student experience

The University is committed to delivering an exceptional student experience for all of our students, regardless of which of our programmes you are studying and whether you are studying independently or with a recognised teaching centre.

**Student Charter**

We believe that clear expectations can help to improve the quality of your study experience with us. The Student Charter lists what you can expect the University to do and also what will be expected of you as a student. You can find it on our [website](#).

**Student Experience**

We have a dedicated Student Experience team who are undertaking various initiatives to enhance your experience as a University of London student.

**Resources**

**Student induction**

A new, interactive online induction for students not only provides an introduction to the University of London, but also helps you to gain an understanding of your resources, how to locate them, and how to utilise them fully.

**Learning materials**

New this year - a student calendar with planning advice and goal setting. This will be available in the study packs sent to you.

**Employability**

**Careers advisors**

The first year of this initiative will focus on the delivery of one-to-one careers support for students on a number of programmes, plus interactive online support available to all students via the Student Portal to improve their employment opportunities. (Student Portal resources should be available from early 2019.)

**Business placements**

This ongoing initiative offers business placement opportunities for second year students in high value organisations offering career exploratory and career confirmatory work experience to enhance their graduate potential.

**Your wellbeing**

We have recently affiliated with Nightline, a student-led organisation that offers confidential listening when you need it most. You can contact a trained student volunteer at Nightline for emotional and practical support by phone, Skype, email or instant messaging. Their opening hours are in the evenings from 18:00 to 08:00 UK time throughout term time. You can find the dates and contact information on their [website](#).
Inclusive practice

We welcome applications from anyone with specific access requirements. Our mission is to ensure that any student who meets the academic criteria is provided with support to cope with the demands of their course. We recognise that everyone is an individual, and will work with you to identify barriers to studying and make reasonable adjustments to remove them.

Specific access requirements

We have an Inclusive Practice Policy to ensure all students have an equal opportunity to succeed in their studies.

We will make every effort to provide reasonable adjustments where possible to enable you to complete your studies. You may have specific access requirements, for example, if you:

- have a disability or learning difficulty
- are currently in prison
- have legally-imposed travel restrictions.

If you have disclosed a disability or informed us of a specific access situation, we will make every reasonable effort to enable you to sit your written examinations or complete other forms of assessment for your programme. Special examination arrangements can include:

- use of a word processor
- additional breaks during an examination
- a separate room
- other adjustment.

Special examination arrangements

If you have specific access requirements or you think you need special examination arrangements you should contact the Inclusive Practice Manager to discuss your needs as early as possible, preferably at the point of application. This will allow us to make a decision and to make the arrangements in good time for your examinations.

The University has an Inclusive Practice Panel that considers such requests. The aim of the panel is to ensure that you are not disadvantaged (or advantaged) when compared with other students.

Additionally, you should ensure that you complete the relevant sections of your application so that we are aware of your needs. You will also be able to request special arrangements when you complete your registration. Medical evidence or other supporting evidence will be requested and any information you provide about your circumstances will be treated confidentially; it will only be made available to staff working to support your needs.

Information for HM Forces overseas and HM Ships

If you are serving and you are unable to leave the base, we may be able to make arrangements to sit your exams at the base. You should contact us by using the ‘Ask a question’ link on your Student Portal homepage.
Get involved!

**Student voice**

We encourage you to be an active member of the University of London student community. Engaging with our formal feedback channels through the YouEngage programme means that your views help inform the decisions we make and improve the experience of studying for yourself and other students. YouEngage gives you the opportunity to have your views about the student experience heard. This could be through:

- serving on the university’s committees and quality panels as a student member
- joining the Student Voice Group
- signing up for online student focus groups
- completing the Student Experience Survey
- responding to other invitations for feedback, which may be sent by email, through the Student Portal or posted on the VLE
- writing for the student blog
- sending an idea to the University.

**Student Experience Survey**

This is our main survey for measuring overall student satisfaction. Carried out once every two years, it is sent to students with an experience of assessment.

The 2017–2018 edition of the survey attracted over 9,000 responses and these were considered at all levels of the University. For information about how feedback from this survey is being used, visit our website.

Feedback from students in the past has contributed to the following enhancements:

- enhanced levels of academic support including more tutor contact and video content
- improved VLEs through a new annual review process of each programme VLE
- more staff, a mobile-compatible website and new databases and ebooks for the Online Library.

For more examples of how we have responded to your feedback, watch these four videos featuring members of the Student Voice Group, our Pro-Vice Chancellor (International) and staff members from across the University.

‘Some people believe that if you criticise something you probably don’t like it. However, I’m sure the opposite is true. By providing feedback both positive and negative we can improve what we already like. Thus, I believe that completing evaluation surveys can help to make our programme better for current and future students’ Denis Sosinskiy

‘It is great that the University is asking for student feedback and taking it seriously. As a lecturer myself on another course, I know that the student perspective can be very different from the academic one – students have a valuable contribution to make to improving the student experience even further!’ Natasha Peters
Your Programme Specification and Regulations

Regulatory information about your course is available on the website. Understanding the regulations will help you to manage your studies, and prepare for assessment.

Programme Regulations are available at:

https://london.ac.uk/regs

The Programme Regulations contain the rules that govern your programme and your registration with us and will tell you about:

- assessment for the programme
- what you must do to progress to the next level
- prerequisites for modules/courses
- how your degree classification is calculated (the ‘scheme of award’)
- syllabuses and module/course outlines
- assessment criteria.

You will also find the General Regulations at the above link. These apply to all students. They provide information on:

- rules for taking examinations
- plagiarism rules
- assessment offences
- prior learning and credit transfer
- specific access requirements or disabilities
- complaints and academic appeals.

The Programme Specification contains key information about your programme of study, and includes:

- the structure and content of your programme
- learning outcomes
- learning, teaching and assessment strategies.

It is available on the dedicated webpage for your course or on your VLE.

The Programme Specification and Regulations are updated annually. Any significant changes that have been made are clearly indicated at the beginning of the documents, and explain whether the changes will be introduced for all students on the programme or whether they will only be introduced for new students. If there are lots of changes for new students only, we will usually introduce a ‘Revised’ version of the programme regulations.

In brief

- You should be familiar with your Programme Regulations and the General Regulations.

- Any significant amendments to your Programme Specification or Regulations are listed as changes at the beginning of the document.

- Be sure to refer to the most recent edition of the Programme Specification and Regulations. It is the current versions that apply and not those for any previous year.
Complaints procedure

We are committed to providing the highest quality service to all students. However, we recognise that students may sometimes be dissatisfied and, to improve the student experience, we welcome feedback.

We regard a complaint as any expression of dissatisfaction about our action or lack of action, or the standard of service provided by us or on our behalf.

We will only consider academic appeals relating to:

- serious circumstances which the Board of Examiners was not aware of when confirming the final mark
- procedural irregularities in the conduct of assessment
- evidence of prejudice or bias on the part of one or more of the Examiners.

You may not challenge the academic judgements of the Examiners, therefore work submitted for assessment purposes will not be re-marked.

There are three separate stages for student appeals and complaints:

- **Stage 1** aims to solve issues as early as possible and therefore an issue would be dealt with by the member of staff or team you have been dealing with.

- **Stage 2** escalates the case to formal status and is addressed on behalf of the Pro-Vice Chancellor (International), University of London.

- **Stage 3** is the second part of the formal stage where cases are escalated to the Complaints Resolution Panel.

Details of how to take a case forward are included within the procedure. We strongly advise you to contact the Student Advice Centre before submitting a formal case.

If you have concerns or complaints about an institution, you should discuss the issue with the staff at your institution in the first instance, if possible.
Contacting us

Contact an advisor

To contact us please use the ‘Ask a question’ link in the Student Portal: https://my.london.ac.uk/

If you are unable to access the Portal, please use the website: https://london.ac.uk/contact-us

If you would prefer to telephone, you can call our Student Advice Centre on: +44 (0)20 7862 8360.

If you need to send us a letter or any other information by post, please use the address below, including the department you wish to contact (e.g. the Assessment Office):

University of London
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom

Academic queries

If you have queries of an academic nature you can contact your Programme Director, but please note that they cannot provide regular advice or tuition. Details of how to contact your Programme Director can be found in your Programme handbook and/or VLE. If you are studying at a local institution, or if we provide a tutor for your programme, you should speak to the institution or tutor first.

University closure dates

At certain times of year the University closes completely, so we will not be able to respond to urgent enquiries at those times. As we are based in London, these ‘closure dates’ usually coincide with United Kingdom public holidays. In particular, the University will be closed from 21 December 2018 until 2 January 2019 and from 18 April 2019 to 23 April 2019. Do bear this in mind when you are contacting us, but rest assured that any enquiries you log online will be dealt with as soon as possible when we reopen.

Frequently asked questions (FAQs)

You can use our FAQ database to see if we have already answered your question. It can be found on the ‘Ask a question’ link in the Student Portal. This database is available all year round, 24 hours a day, and you will be able to find an answer to the most common queries straightaway. All of the information here is monitored to ensure that it is accurate and up-to-date. You can also rate the answers to let us know which have been the most helpful.

Join the social media community

You can connect with your fellow students around the world by following us on social media. We will be sharing interesting content such as inspirational quotes, #FridayFacts, celebrating international days and interacting with students.
For further information on the range of programmes we offer, please visit our website or contact us at:

The Student Advice Centre
University of London
Senate House
Malet Street
London WC1E 7HU
United Kingdom

Telephone +44 (0)20 7862 8360
enquiries.london.ac.uk