

## General Regulations – All Degree Programmes

1. These Regulations apply to all persons having registered for a course or programme of study at the Courtauld Institute of Art. They are made subject to the Articles of Association of the Courtauld Institute of Art and to the Ordinances of the University. Any disputes arising from the application of the Regulations shall be governed by the Laws of England currently in force.

2. The Regulations may be amended or suspended by the Academic Board at its discretion.

3. In these Regulations,

*The Institute* is the Courtauld Institute of Art.

*The Academic Board* is the body set up in accordance with Article 19 of the Articles of Association.

*Academic year* normally means the nine-month period extending from the beginning of October to the beginning of July.

The word *year* when used without limitations means a calendar year.

*The Academic Registrar* is the Academic Registrar of the Institute unless otherwise indicated.

### Authority to make awards

4. The Institute is authorised to award foundation, first and postgraduate taught degrees and specialist doctorates and the degrees of MPhil and PhD of the University of London in accordance with Regulations and Procedures made in accordance with the Ordinances of the University of London to persons registered by the Institute as Students or Associate Students.

5. The Institute has the authority to institute any qualification other than a degree, to make regulations for it and to award it to persons satisfying those regulations.

6. The Institute may revoke any degree, diploma or certificate granted by the Institute and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the Institute that:

- 6.1 there was a relevant administrative error in the award made under the procedures approved by the Institute; or
- 6.2 subsequent to the award, the relevant board of examiners, having taken into account information which was unavailable at the time its decision was made, has determined that a candidate's classification should be altered.

### The power to make regulations

7. Pursuant to these regulations the Institute has the power to make further regulations governing any matter relevant to study at the Institute.

## **Admission as a student**

### ***Application for admission***

8. Any person seeking admission as a student of the Institute shall apply for admission in the manner prescribed by the Institute.

9. In the case of an undergraduate programme all applications for admission must be submitted through the Universities Central Admissions System (UCAS)

10. In the case of a postgraduate course all applications or admission must be made to the Academic Registrar.

11. The prospectuses and supplementary literature published by the Institute shall contain details of the conditions of admission, tuition fees, scholarships and residential accommodation, and it is a condition of admission that applicants shall have familiarised themselves with these details.

### ***Entrance requirements for undergraduates***

12. In order to be registered at the Institute to study for an undergraduate degree in the History of Art, a candidate must:

12.1 be at least 17 years of age unless the Institute exceptionally agrees to waive this requirement;

12.2 satisfy or be properly exempted from the course entrance requirements;

12.3 satisfy or be properly exempted from the English language requirements in force at the proposed time of admission.

13. Students will not normally be permitted to register for a degree at the Institute if they would be concurrently registered for another degree, diploma or equivalent at any other institution, including any college of the University of London.

14. A student may be exempted from part of a course of study for a first degree and additionally from part of the examinations prescribed for the first degree. Such a student must study at the Institute for a minimum of two years, including the final year of the degree, if they are to graduate from the Institute.

15. Exemption may be granted to a person who has attended part of a first degree course elsewhere in the United Kingdom relevant to the course to be followed at the Institute, or to a person who has been pursuing a course of study for a degree or qualification of equal rank outside the United Kingdom within twelve months of his/her application.

16. In considering an application for exemption the Institute will take into account the details of courses taken and examinations passed at the institution or institutions which the applicant has previously attended, certified by the appropriate officer or officers of that institution or those institutions, and the relevance of those courses and examinations to the course the student wishes to follow at the Institute. Any exemption will be on the basis that the applicant has shown that he/she has successfully completed courses equivalent to those that would normally be taken in the first year of the degree at the Institute.

### ***Entrance requirements for an MA programme or a postgraduate diploma***

17. The normal minimum entrance qualification for registration for a Master's degree or a postgraduate diploma is an Upper Second Class Honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a course of study extending over not less than three years in a university (or educational institution of university rank), in a subject appropriate to that of the course to be followed.

18. Notwithstanding regulation 17, candidates possessing alternative qualifications obtained by written examination may also be considered by the Institute for registration for a Master's degree. The Institute may require such a candidate to pursue the course for the period of a least one year longer than the minimum period prescribed in the individual course Regulations and/or may prescribe a qualifying examination for such a candidate.

19. An application for registration will also be required to meet any additional entrance requirements specified in the relevant course Regulations.

20. English language and other tests may be prescribed by the Institute.

### ***Entrance requirements for research students***

21. In addition to the University minimum entrance requirements, the Institute normally requires a candidate to have at least a good Upper Second Class degree in the History of Art or another relevant discipline, and normally an MA in the History of Art, or another relevant discipline, usually with a distinction mark in the dissertation element. The Institute does not normally consider candidates for admission who have received a mark below 65% in their MA dissertations. Candidates who have yet to acquire basic research skills are generally recommended to take an MA degree prior to undertaking research.

### **Registration**

22. No person shall be registered as a student of the Institute unless, having received a formal offer of admission by the Academic Registrar, he/she has satisfied any conditions of admission set out in the offer, has paid the fees required by the Institute and has agreed to be bound by the requirements of the Articles of Association, the Ordinances of the University of London and the Regulations and Procedures of the Institute.

23. Registration shall be performed at such times and places as the Academic Registrar shall require. Registration shall be effected in person at the Institute unless the Academic Registrar prescribes an alternative procedure. The Academic Registrar may require any relevant documentation to be produced for inspection to establish the personal details and educational attainment of a person seeking registration.

24. A student is required to register annually during the programme of study, according to procedures determined by the Academic Registrar from time to time. The requirements for registration beyond initial registration are as follows:

- 24.1 to have satisfied the academic requirements for progression from the previous year of study, and
- 24.2 to have completed all forms required by the Institute as part of the re-registration process, and
- 24.3 to have paid all fees and charges due to the Institute or to the University, or to have provided guarantees of such payment satisfactory to the Institute, and
- 24.4 not to have been barred from further registration at the time concerned by application of these or other Regulations.

25. Registration may be full or temporary, determined by the Institute at point of enrolment, until such time as the Institute is satisfied that a student has satisfied entry requirements and put a satisfactory arrangement in place for the payment of fees.

- 25.1 Fees are payable in full at the time of registration. Formal arrangements may be made, at the discretion of the Institute, to pay in two instalments, but at least 50% must be paid at the time of registration.

- 25.2 Fees paid in connection with registration entitle student to tuition, use of Institute facilities and services, including libraries and assessment (other than repeated assessment).
- 25.3 Students who are in arrears with their tuition fees may have their registration suspended and their degree withheld. If a student in arrears has only ever been temporarily enrolled, they shall be deregistered or have their enrolment deferred to the following academic year. Any extra costs incurred in the recovery of fees will be charged to the student. While their registration is suspended or they have been deregistered, students are not entitled to receive supervision or to use the facilities of the Institute.
- 25.4 Full registration shall be valid until the end of the current academic year, or until the end of the programme, or until withdrawal or exclusion from the Institute, whichever shall be the sooner.
- 25.5 Temporary registration shall last until such time as the Institute shall prescribe in each individual case. Students shall not be considered fully enrolled until they have paid at least 50% of their tuition fee, and the Institute will deregister any student who has failed to satisfy this condition by the end of Week 5 of the Autumn Term.

26. On enrolment, the Academic Registrar shall provide the student with a registration card. Any member of staff of the Institute may require production of this card at any time to establish entitlement to enter the Institute or to take part in its activities. A replacement may be obtained for a lost or damaged card, on payment of a fee to be determined by the Academic Registrar from time to time.

27. Students are entitled to take part in all prescribed learning activities and to use all the relevant services of the Institute as set out from time to time, for the period of their registration. A person who is not registered as a student shall not be entitled to take part in any activity of the Institute as a student.

28. A student is required to attend to his or her studies by attending classes and producing promptly the written work required. Dereliction will result first in a warning, and if continued will result in exclusion from assessment or from the Institute as appropriate.

29. The Institute may, at its discretion, grant an interruption of a course of study to a candidate on grounds of illness or other adequate cause for a normal maximum period of two years.

30. The Courtauld may require a student to be assessed by the Gower Street Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student's state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the Courtauld, or causes or has the potential to cause harm to him/herself or others. If the medical assessment confirms that it is not in the interests of the student or the Courtauld that the student should continue his/her programme of study, the Head of Programme shall consult the Associate Dean for Student Affairs at the Courtauld and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the Courtauld has assessed the student and confirmed in writing that the student is fit to resume study.

A student who is suspended will be regarded as having taken an interruption of studies, and will be required to provide medical evidence as to fitness to return to study in accordance with the conditions attached to the granting of interruption of studies.

31. The registration of any student may be terminated under the Regulations Governing the Termination of Registration on Academic Grounds (other than failure in a prescribed examination).

## **Assessment**

32. The assessment of students shall be conducted by Boards of Examiners appointed from time to time by the Academic Board, such boards to include at least one member external to the Institute.

33. By registering for a course the student undertakes to be assessed in that course according to the means published by the Institute.

34. The Director may exclude from an examination of the Institute any student who has not completed the relevant course of study.

35. Students shall be assessed in accordance with such Regulations as may be current at the time of the assessment.

36. A candidate may withdraw from an examination by writing to the Academic Registrar not less than seven days before the date for the beginning of the examination prescribed by the Institute and in such a case the candidate will not be regarded as having attempted the assessment. All other candidates will be regarded as having attempted except that in the case of illness or other adequate cause, for which certification must be provided, a candidate may be permitted at the discretion of the Institute to withdraw from the examination in the week before it begins and up to and including the date of his/her first paper provided that he/she has not entered the examination hall.

37. At the discretion of the Board of Examiners special arrangements may be made for a candidate who is ill or otherwise disabled to take his/her examination. Applications under this regulation must be made by the student as early as possible after registration and must reach the Records & Assessment Supervisor no later than six weeks before the date of the candidate's first examination test. Applications received after this date will be considered only in the case of sudden illness or accidental injury.

38. Except where provision for re-assessment is specified in the individual course regulations, a candidate who does not at his/her first attempt successfully complete the examination may, subject to the agreement of the Institute when such re-assessment would involve further attendance at the Institute, re-sit that examination on one occasion.

39. Application to re-sit an examination must be made for the next following examination for which the candidate is eligible unless the Institute determines that a candidate may defer re-assessment until a subsequent examination as prescribed in the relevant course regulations.

40. When a student is permitted to re-sit any assessment he/she may be required to pay a fee for such assessment, and will not be permitted to be assessed until such fee has been paid.

41. To be eligible for any award a candidate must satisfy the examiners in the examination prescribed for the course within a period of two years from the satisfactory completion of the prescribed period of study. This period of two years may be extended at the discretion of the Board of Examiners.

42. Except as provided in course regulations, 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.

43. 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 Institute, which may make copies thereof, and the original aids (and all such copies) may be retained by the Institute at its absolute discretion.

44. 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.

45. 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.

46. Failure to observe any of the provisions of regulations 42-45 above will constitute an examination offence. All examination offences will be treated as cheating or irregularities of a similar character under the Regulations governing assessment offences for taught degrees and diplomas.

47. All answers to examination questions must be written in English unless instructions are given to the contrary.

48. The copyright in examination papers is vested in the Institute. All examination scripts are the property of the Institute and will not be returned to candidates.

49. Save where the Regulations for any particular award otherwise provide, essays submitted in lieu of written papers, and dissertations, reports, practical and laboratory notebooks and field reports are not returnable to candidates. Marks and/or grades obtained by candidates at examinations will be routinely issued to candidates in confidence for their personal information following the examination concerned.

#### **Eligibility for an award**

50. To be admitted to a degree, diploma or certificate a candidate must:

- 50.1 have completed to the satisfaction of the Institute the course of study prescribed in the Regulations for the particular award for which he/she is registered;
- 50.2 have been examined in all parts of the examination prescribed for that degree, diploma or certificate and shown a competent knowledge in the examination as a whole
- 50.3 not be in debt to the Institute or to the University of London. For such a student no report shall be made on the result of the examination until the Institute is satisfied that the debt has been fully discharged.