

## General Regulations - First Degrees

### Introduction

1 These regulations are made subject to the Regulations for Students and the Regulations on Admission, Registration and Assessment. They apply to the following degree awarded to students at the Institute:

### BA in the History of Art

#### Definition of terms

2 *course* - a course is a prescribed form of teaching and study which is separately examined;  
*course unit* - a course unit is defined in terms of a year's academic work of full-time study which should comprise courses to a minimum value of three course-units and a maximum value of four course units, each to carry an equal workload within that year;  
*degree programme* - a degree programme is a combination of courses approved by the Institute for an individual student;  
*completion of course* - completion of a course unit must be understood to include taking the examination as defined under paragraph 7 below.  
Period of study

3 The normal minimum period of study for a degree is three academic years taken as a period of continuous study. The Academic Board may at its discretion permit in special cases the shortening of the course of study for a first degree on grounds of illness or other cause judged adequate.

#### Courses

4 Before any course can become valid as leading to a degree, the Institute must approve its scope and value in course units. Courses may be designated as introductory.

5 In determining that the combination of courses to be taken by a student shall form a coherent degree programme the Institute shall ensure that the methods by which the courses selected are examined include a reasonable proportion of unseen written papers and, where appropriate, a variety of examining methods.

6 Students will not normally be permitted to follow courses valued at more than four course units in any one year. In exceptional circumstances the Academic Board may allow a student to exceed this maximum.

#### Assessment

7 The examinations for each course shall normally be held on one occasion in each year, and shall consist of one or both of the following: written examination(s), essays and/or dissertations, and coursework.

8 In determining the results of the examination the examiners will take account of a candidate's ability to express his/her knowledge and arguments in a clear, concise and scholarly fashion.

9 A candidate for a degree must be examined in all parts of the examination prescribed for that course. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) a candidate must take each prescribed test and submit sufficient work to enable him/her to be examined.

10 Examiners may set comprehensive papers intended to test a candidate's knowledge of the whole or part of his/her field of study. Such papers will cover fields appreciably wider than the examinations on individual courses. Examiners may also test any candidate by means of an oral examination which may cover the candidate's entire field of study.

11 The separate parts of an examination on any course may be held during the course or at any time after the end of the prescribed period of study. The Institute will inform its students of the dates of entry, the times and places of the examinations and the dates on which results will be published.

12 A pass list giving the result of the examinations will be published on the appropriate date. The Institute may, at its own discretion, publish graded pass lists provided that no rank order of candidates within gradings is given.

13 A candidate who has been recorded as having passed a course at honours level shall not be re-examined in that course.

14 A student who has been awarded a Bachelor's degree or any other qualification by the Institute may not subsequently be awarded the same qualification in the same subject or branch of study.

15 A candidate who through illness or other cause acceptable to the appropriate Board of Examiners, is prevented from attending any course examination in any year other than the final year of his/her degree programme, may apply to the Academic Registrar of the Institute to be assessed under the following conditions:

15.1 assessment will be by any of the examination methods listed in regulation 7 above and selected at the discretion of the examiners;

15.2 any such assessment shall take place at a time to be determined by the Institute but not later than six months from the date of the examination from which the candidate was absent;

15.3 the total value of courses which may be alternatively assessed during a candidate's period of study may not exceed two and a half course units.

16 A candidate who at his/her first attempt does not successfully complete an examination may, subject to the original or strictly comparable course still being examined at the Institute, re-enter for the relevant examination on one occasion. Exceptionally, in the case of repeated failure the Board of Examiners shall have the discretion to permit one further attempt. Provision may be made to enable a candidate to re-sit an examination on an occasion other than the next normal annual date. The final mark given for a re-sat examination is capped at a PASS mark only, unless there are extenuating circumstances (normally medical).

17 A candidate who is prevented owing to illness or the death of a near relative or other cause judged sufficient by the Board of Examiners from completing at the normal time the examination or part of the examination for the degree for which he/she has entered may, at the discretion of the examiners:

17.1 sit the examination in those elements in which he/she was not able to be examined, on the next occasion when the examination is held in order to complete the examination; *or*

17.2 be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed at a date specified by the Board of Examiners.

### **Eligibility for the award of the degree**

18 To be admitted to a degree under these regulations a candidate must:

18.1 have completed to the satisfaction of the Institute courses valued at a minimum of eleven course units, of which not more than three may be selected from those designated as introductory;

18.2 have satisfied the examiners to a value of eleven course units;

18.3 have been examined in all parts of the examination prescribed for each course.

19 Where a candidate has been exempted from parts of the programme of study the examiners will assess his/her class of Honours entirely upon his/her performance in the examinations that he/she has attempted.

20 Candidates who have completed the requirements for a degree and who have achieved a sufficient standard in the examinations above that for a Pass may, on the discretion of the relevant Board of Examiners, be awarded either First Class Honours or Second Class Honours or Third Class Honours. The Second Class of Honours will be divided into an Upper and Lower Division.

21 The examiners shall determine the field of study to be shown on the diploma which will be issued to each successful candidate awarded the degree.

22 Where a candidate has completed his/her full period of study and (a) is absent, through illness or other causes judged sufficient by the appropriate Board of Examiners such as death of a near relative, from examinations during his/her final year or (b) though present at the examination considers that his/her performance has been adversely affected by any other above reasons, an application for an aegrotat degree may be submitted to the Academic Registrar who, if the application is in accordance with the regulations, will put it before the Board of Examiners. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible and within six weeks from the last date of the course examination(s) to which the application refers.

23 If a candidate has satisfied all the requirements for the award of a degree the examiners shall recommend the award of the degree with a Pass or Honours classification and shall not consider the candidate for the award of an aegrotat degree. The examiners shall not recommend the award of a class of degree higher than the overall level which the candidate has achieved in the work actually presented.

24 A candidate for whom an application has been submitted to the examiners under regulation 22 will be considered for the award of an aegrotat degree only if the examiners have been unable to recommend the award of a degree with a Pass or Honours classification by application of the normal rules. In such a case the examiners, having considered the work which the candidate has submitted at the examination or in such part of the examination that he/she has attended, if any, records of the candidate's performance during the course and assessment provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that, had he/she completed the examination in normal circumstances, the candidate would have qualified himself/herself for the award of the degree. Where the examiners are so satisfied the candidate will be informed that he/she is eligible to take the aegrotat degree, and if so, that he/she may either:

24.1 take the Aegrotat degree; *or*

24.2 decide to re-sit examinations for which he/she is eligible at the next normal date with a view to completing the requirement for the award of a degree.

25 Upon an eligible candidate taking an Aegrotat degree he/she will be informed that the degree has been conferred. Such a candidate will not be eligible thereafter to sit any examination for a classified degree.

26 Aegrotat degrees will be awarded without distinction or class. Holders of Aegrotat degrees may not subsequently be considered for Honours, except that they may apply to register to proceed to Honours in a different field of study. They may also apply for permission to proceed to a higher degree in accordance with the appropriate regulations.

27 The date of the award of the degree to successful candidates will be 1 August, but where a candidate completes the degree at a time other than at the summer vacation the date of the award will be the first day of the month following the examiners' report.

28 A candidate deciding to re-sit under regulation 24.2 ceases to be eligible to take the aegrotat degree.

## **Annex: structure of the BA in the History of Art**

### **1. Requirements and Progression for the BA in the History of Art**

The undergraduate honours degree is a BA in the History of Art at the University of London, and to qualify for its award the student should take eleven course units; the class awarded is based on 7 course units taken in the second and third years (weighted in the proportion of second year = 25% and third year = 75%)

1.2. The syllabus requires the following components:

#### *Year One*

Topic course 1	0.5 course unit
Topic course 2	0.5 course unit
Foundations Course	2.0 course units
Language course	1.0 course unit
	= 4 units

A candidate must pass four course units at honours level (40% and above) to enter the second year. The marks gained are not normally taken into account in the final classification of the degree.

#### *Year Two*

Period course	1.0 course unit
Frameworks course	1.0 course unit
Texts & Contexts course	0.5 course unit
Theme course	1.0 course unit
Essay	0.5 course unit
	= 4 units

A candidate must pass at least 3.5 course units at honours level (40% and above) in the second year to enter the third year. A candidate will not normally be allowed to enter the third year if the run of second year marks - together with evidence of first year marks - indicate that the candidate is unlikely to be awarded an Honours degree at the end of the final year.

<i>Year Three</i>	
Special Option 1	1.0 course unit
Special Option 2	1.0 course unit
Essay	1.0 course unit
	= 3 units

## **2. Failure to complete written assignments**

The Foundations course essays should be part of the assessment of the course but zero-rated, thus making them an explicit part of the course requirements. Where assessment is by essay(s) alone and these have not been completed, the mark for the course unit will be 0%.

## **3. Rules for Marking for the BA in the History of Art**

3.1 Assessment of all work is expressed with a percentage mark i.e. out of 100. The divisions between the classes will be at 70 (excellent), 60 (good), 50 (Moderate), 40 (Passable), 35 (Minimum acceptable) and the fail mark below 35.

3.2 The mark for a paper will be the average of the percentage marks given for each question (marked out of 100). There should be no rounding-up or down of marks on individual papers.

3.3 If a candidate has not answered all the questions, the mark should be expressed first as the overall average percentage and second, in brackets, as the average of the questions answered followed by the number of questions answered: for example where a candidate has 66/66/0 in three questions, the mark should be expressed as 44 (66/2).

3.4 The marks given by the first and second markers should be entered on the mark sheets giving the individual and the agreed marks.

3.5 Assessed Essays:

Where a course is assessed by more than one essay, the mark will be the average of the percentage marks for each essay. Deadlines are absolute except where there is a specific documented case (normally medical): in these instances Remissions and Extensions may be granted in consultation with the Chair of Examiners and on presentation of the relevant evidence or certificates. If a student has a technical computer problem, s/he must present evidence in the form of a confirmation from the IT Manager that this was the case.

Deadlines are normally as follows:

Topic essays: Thursday of Week 5 and Wednesday of Week 10

Second Year Assessed Essay: Thursday of Week 4 of the Summer term

Third Year Assessed Essay: Thursday of Week 4 of the Summer term

3.6 Penalties

The following penalty system applies to the late submission of all assessed essays except where the candidate can make a specific documented case (normally medical) for extension: An immediate penalty of 5% reduction for a day late (which means the weekend and submission on Monday, if the submission day falls on a Friday), and 1% additional penalty per weekday up to a maximum 15%. Examiners also have the discretion to deduct up to 10% from the mark otherwise given to an essay that is substantially over-length (candidates must record the word-length at the top of the page). Examiners must record both a mark without the penalty and the penalised mark. Penalties are applied at the discretion of the Board of Examiners. Assessed essays submitted after the start of the examination period are not to be marked.

#### 4. Classification Rules for Finalists for the BA in the History of Art

4.1 Final Honours Classification will be on the basis of a weighted average. Normally only second year and third year marks will be taken into account when calculating the average mark.

4.2 One average will be calculated for the second year and one for the third year, and the two figures will be weighted 3:1 in favour of the Final Year by using the formula  $\frac{1x+3y}{4} = C$ , where x = second year average, y = third year average and C is the mark for classification purposes.

4.3 First-Class Honours will be awarded normally on the basis of an average performance of 70% or more, Upper Second on the basis of 60% or more, Lower Second on 50% or more, Third on 40% or more, and an Ordinary (non Honours) degree on the basis of an average of 35% or more.

4.4 The rounding up of decimals of 0.5 and above is automatic and should take place at the moment when the individual student's degree is ratified.

4.5 Assessment Boards will only consider whether students are on a borderline on the basis of the overall weighted average mark for the degree

ii) The borderline range falls to 0.5 below the mark band for the higher class as outlined in the example below.

##### *Examples*

A final average of 59.50%-59.99% is a borderline

A final average of 59.00%-59.49% is not a borderline

iii) Assessment Boards will only classify students in the higher classification if the dissertation (or long essay) already falls in the higher classification.

4.6 Classification may also be adjusted, at the discretion of the Board of Examiners, because of the number of course units taken and passed:

<u>Units taken and Passed</u>	<u>Recommended Award</u>
11	Honours Degree
10.5-9.5	Class of degree may be adjusted to reflect failure to complete the syllabus
9	Normally Pass Degree whatever the average

#### 5. Vivas

5.1 Formal vivas may be offered where a candidate:

- has an average of between 0.5% and 1.5% below a class borderline (i.e. 58.5-59.49, 68.5-69.49 etc), and
- has one less than the required number of marks in the upper class, and
- has a paper that is within viva'able range of the upper class (i.e. 58.5-59.49% / 68.5-69.49%; a 2% margin i.e. 58.49 or below is seen as a clear indicator that a paper should stay in the lower class).

5.2 In addition, the viva'ed paper must be one of the Special Options or a third-year essay. Second year papers or assessed essays cannot be viva'ed at the end of the third year.

5.3 The aim of the viva is to persuade the examiners that the candidate might appropriately be classified in the higher class for the paper in question – and hence, for the degree as a whole.

5.4 The viva panel shall be a minimum of three members of the Board of Examiners, and should include one of the internal examiners of the course in question (normally the teacher of the course) and must include one of the External Examiners (normally the external for the relevant period section).

5.5 The viva panel shall be empowered by the Board of Examiners to take the decision on its behalf, and the decision of this panel shall be reported to the main Board of Examiners, but not debated by the main Board.

5.6 A viva may normally be expected to last around thirty minutes. It may examine either the question paper or the photograph paper of the relevant Special Option, or, in exceptional cases, both, or the assessed essay. The way in which the issues are presented to the candidate shall relate to the nature of the material to be discussed. In either case, the material discussed shall relate to a question that the candidate has tackled in the examination itself, though broader issues may be raised arising from this.