

General Regulations - Taught Postgraduate Degrees

Academic Year **2019-2020** (last updated 14.11.2018)

Introduction

- 1 These Regulations are made subject to the Regulations for Students and the Regulations on Admission, Registration and Assessment. They apply all taught postgraduate degrees awarded to students at the Institute:

Definition of terms

- 2 *course* - a course is a prescribed form of teaching and study which is separately examined;

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 must be understood to include taking the examination.

Period of study

- 3 Courses and the examinations associated with them shall be so organised as to fall into one or both of the following categories:
 - 3.1 a period of full-time study, the length of which shall be prescribed in the individual course regulations but which shall normally be not less than one academic year, the examinations being completed by the end of that period;
- 4 The minimum length of the period of study is prescribed in the individual course Regulations, but at the start of the course or at a later stage the Institute may require individual students to pursue the course for a period longer than the minimum period prescribed in the Regulations. The Institute shall determine, subject to the provisions of the individual course Regulations, the method by which the student is examined.
- 5 Where a candidate is pursuing a course extending over not less than one calendar year he/she may be allowed, at the discretion of the Institute and provided that the individual course Regulations so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time course, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the Institute as having a function relevant and suitable to the field of study. Normally candidates pursuing a course extending over a minimum of one academic year will be permitted to undertake the project work outside the Institute for no more than one month.

Assessment

- 6 Schemes of examinations shall be prescribed in individual course Regulations and shall include the submission of a significant piece of individual work in the form of an essay, report or dissertation, which may be based on a project or fieldwork.

- 7 An essay/report/dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year and the date for submission will be specified in the course regulations.
- 8 Candidates are bound by the Regulations in force at the time of their entry to the assessments.
- 9 A candidate must satisfy the examiners in the assessment 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 appropriate Board of Examiners.
- 10 Examiners shall have the discretion to award a mark of distinction to a candidate who has shown exceptional merit in the assessment. It will also be possible for Examiners to award a mark of merit to a candidate who has shown above average achievement in the assessment.
- 11 A candidate shall enter the assessment in accordance with the provisions of the individual course Regulations. Deferment of any part of the assessment, including submission of the essay/dissertation, may be granted for reasons judged adequate in the particular case (normally illness or the death of a near relative) at the discretion of the appropriate Board of Examiners. Candidates will be informed of the marks they obtained in those elements in which they have been examined.
- 12 If the essay, report or dissertation is otherwise adequate but requires minor amendments, the examiners may require the candidate to make within one month amendments specified by them and approved by them or one of their number nominated by them.
- 13 If a candidate who has been examined in all elements of the assessment or of part of the assessment for which he/she has entered fails to satisfy the examiners, the examiners may determine that he/she may on re-entry be exempt from one or more of the following: essay/report/dissertation, and assessment of coursework.
- 14 A candidate who does not at his/her first attempt successfully complete the assessment or part of an assessment may, subject to the agreement of the appropriate Board of Examiners, attempt that assessment on one further occasion. Such an attempt will be at the next following assessment except where the Institute has granted permission for a candidate to defer the attempt until the assessment in a subsequent year. The dates for the submission of an essay/report/dissertation shall be specified in the individual course Regulations. All elements of assessment must be passed to achieve the award and in the case of a re-sat examination or a re-submitted essay/report/dissertation only a PASS may be achieved.
- 15 A candidate who is prevented owing to illness or the death of a near relative or other cause judged sufficient by the appropriate Board of Examiners from completing at the normal time an assessment or part of an assessment may with the agreement of the Institute:
 - 15.1 sit the assessment in those elements in which he/she was not able to be examined on the next occasion when the assessment is held in order to complete the assessment; or
 - 15.2 at the discretion of the examiners, be set a special assessment in those elements of the assessment missed as soon as possible and/or be permitted to submit any work prescribed at a date specified by the Board of Examiners concerned. The special assessment shall be in the same format as specified in the course Regulations for the element(s) missed.

Eligibility for the award of a degree

- 16 To be admitted to a degree under these regulations a candidate must have passed (attained a mark of 50% or above) all the courses taken as part of the programme and have satisfied the examiners in them.
- 17 After the examiners have reached a decision, the Academic Registrar shall notify every candidate of the result of his/her assessment.
- 18 A diploma under the Seal of the University of London shall be subsequently delivered to each candidate who has been awarded a degree. The date of the award of the degree will be the first of the following dates to fall after the last element of the examination has been completed: 1 March, 1 August, 1 November, or 31 December.

Course Regulations for the degree of MA in the History of Art

Curriculum

- 1 The course consists of two taught components and a dissertation. The two taught components will be linked and between them will provide a firm grounding in art historical method and techniques and their application to the area of specialisation together with the opportunity for in-depth study of particular aspects. (The list of options may be obtained from the Academic Registry.)

Duration of course of study

- 2 The course of study is full-time and is of one academic year.

Assessment

- 3 The candidate must submit two essays of 4,000 words and one virtual exhibition of 3,000 words, all with a maximum 5% tolerance upwards (excluding footnotes). If any assessment is over-length, the final over-length section will not be read. Dissertations should not be longer than 10,000 words, with a 5% tolerance upwards (ie.500 words) maximum (excluding footnotes, appendices and bibliography). If a dissertation is over-length, the final over-length section will not be read and the dissertation will not be eligible for a distinction. An oral examination may also be required.
- 4 Assessments are expected to be fully referenced with footnotes (or endnotes), and this will be taken into account in marking. Deadlines are absolute except where there is a specific documented case (normally medical): in these instances extensions may be granted in consultation with the Chair of Examiners and on presentation of the relevant evidence certificates. There is 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%. 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.
- 5 The dates for submitting assessments are normally:

First essay: end of week 8 in the Autumn Term
Second essay: end of week 3 in the Spring Term
Virtual exhibition: Monday of week 9 in the Spring Term
Dissertation: Friday of week 8 in the Summer Term.
- 6 Candidates who have not submitted the essays and virtual exhibition will not be allowed to submit the dissertation, as it is necessary to complete the essays to satisfy the course requirements.
- 7 Candidates must achieve a Pass on the dissertation in order to satisfy the course requirements, regardless of marks are achieved on the other assessments.
- 8 The marking scheme has the minimum pass levels for each level of award:
50% - Pass;
60% - Merit;
70% - Distinction;
80% - High Distinction.
- 9 The final degree classification is calculated in the following proportions:
Essay 1: 20%
Essay 2: 20%
Virtual Exhibition: 10%
Dissertation: 50%

Candidates who achieve an overall mark of 50% - 59% will be awarded a PASS.
Candidates who achieve an overall mark of 60% - 69% will be awarded a MERIT.
Candidates who achieve an overall mark of at least 70% - 80% will be awarded a DISTINCTION.
Candidates who achieve an overall mark of at least 80% and above will be awarded a HIGH DISTINCTION.

10. 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.

Course Regulations for the MA in the Conservation of Wall Painting

Additional entry qualifications

- 1 Candidates must be able to demonstrate manual dexterity and must have normal colour vision.

Curriculum

- 2 The first two years of the programme are taught, and in the third year candidates undertake a research project, assessed by means of a c.15,000-word dissertation, and spend the remainder of the year in the practical application of skills and knowledge.

First-year components

Course 1: Science for conservation

Course 2: Materials & technology

Course 3: Theory & practice of conservation

Course 4: Art history

Course 5: Practical and fieldwork

Course 6: Documentation

Course 7: Site visits

Second-year components

Course 8: Environmental causes of deterioration

Course 9: Scientific examination and analysis

Course 10: Cleaning & consolidation

Art history

Fieldwork

Research project proposal

Third-year components

Fieldwork

Research Project

Duration of course of study

- 3 The normal length of the programme is three years of full-time study.

Examination

4 Candidates must pass each component of the programme to be awarded the degree.

5 These components are:

Year One: three written examinations and assessment of overall performance including practical work by means of an oral examination.

Year Two: three written examinations and/or assessment of overall performance including practical work by means of an oral examination.

Year Three: assessment of overall performance including practical work by means of an oral examination, and a dissertation of c.15,000 words (including footnotes but excluding bibliography and documentary appendices).

6 The dates of the examinations are normally:

Year One: Written papers: June

Year Two: Written papers: March

Year Three: Dissertation: mid-June.

Assessment of overall performance including practical work in the last week of the academic year in years one, two and three.

Course Regulations for the degree of MA in Curating the Art Museum

Curriculum

1 The course consists of three taught components and a dissertation; a part-time internship; two collaborative elements – a virtual display exercise and an exhibition project.

Duration of course of study

2 The course of study is full-time and is of one calendar year.

Assessment

3 The candidate must submit two essays of 4,000 words, with a maximum 5% tolerance upwards (excluding footnotes), and group exhibition project, comprising a group element and an individual element of an interview and 1500 word report. If any assessment is over-length, the final over-length section will not be read. Dissertations should not be longer than 10,000 words, with a 5% tolerance upwards (ie.500 words) maximum (excluding footnotes, appendices and bibliography). If a dissertation is over-length, the final over-length section will not be read and the dissertation will not be eligible for a distinction. An oral examination may also be required.

4 Assessments are expected to be fully referenced with footnotes (or endnotes), and this will be taken into account in marking. Deadlines are absolute except where there is a specific documented case (normally medical): in these instances extensions may be granted in consultation with the Chair of Examiners and on presentation of the relevant evidence certificates. There is 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%. 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.

5 The dates for submitting assessments are normally:

First essay: beginning of week 11 in the Autumn Term

Second essay: beginning of week 8 in the Spring Term
Group exhibition: beginning of week 2 in the Summer Term
Dissertation: mid-September.

- 6 Candidates who have not submitted the essays and group exhibition, and successfully completed the internship, will not be allowed to submit the dissertation, as it is necessary to complete these assessments to satisfy the course requirements.
- 7 The marking scheme has the minimum pass levels for each level of award:
50% - Pass;
60% - Merit;
70% - Distinction;
80% - High Distinction.
- 8 The final degree classification is calculated in the following proportions:
- | | |
|-------------------|---|
| Essay 1: | 15% |
| Essay 2: | 15% |
| Group Exhibition: | 30% (of which 50% group mark and 50% individual mark) |
| Dissertation: | 40% |

Candidates who achieve an overall mark of at least 50% will be awarded a PASS.
Candidates who achieve an overall mark of at least 65% will be awarded a MERIT.
Candidates who achieve an overall mark of at least 70% will be awarded a DISTINCTION.
Candidates who achieve an overall mark of at least 80% will be awarded a HIGH DISTINCTION.

9. 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.

Course Regulations for the degree of MA Buddhist Art: History and Conservation

Curriculum

- 1 The course consists of two taught components, a study trip and a dissertation. The two taught components and the study trip will be linked and among them will provide a firm grounding in the tenants of Buddhism, Buddhist art and the conservation of Buddhist art.

Duration of course of study

- 2 The course of study is full-time and is of one academic year.

Summative assessment

- 3
- Strand 2: assessed essay (4,000 words);

- Strand 3: examination (3500 words, take-home);
- Strand 4: assessed essay (3,000 words) (60%), presentation (20%), 2x15-minute class tests (10% each);
- Strand 6: dissertation (10,000 words).

All assessment have a maximum 5% tolerance upwards (excluding footnotes). If any assessment is over-length, the final over-length section will not be read. Dissertations should not be longer than 10,000 words, with a 5% tolerance upwards (ie.500 words) maximum (excluding appendices and bibliography). If a dissertation is over-length, the final over-length section will not be read and the dissertation will not be eligible for a distinction.

4 Assessments are expected to be fully referenced, and this will be taken into account in marking. Deadlines are absolute except where there is a specific documented case (normally medical): in these instances extensions may be granted in consultation with the Chair of Examiners and on presentation of the relevant evidence certificates. There is 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%. 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.

5 The dates for submitting assessments are normally:

Strand 2 essay: end of the Spring Term
 Strand 3 Take-home examination: mid-Spring Term
 Strand 4 essay, presentation and tests: mid-Spring term and beginning of the Summer Term
 Dissertation: Friday of week 8 in the Summer Term.

6 The marking scheme has the minimum pass levels for each level of award:
 50% - Pass;
 65% - Merit;
 70% - Distinction;
 80% - High Distinction.

7 The final degree classification is calculated in the following proportions:

Strand	Assessed component	Weighting %
2	4,000-word essay	20
3	Take-home examination	20
4	3,000-word essay (60%), presentation (20%), 2x15-minute class tests (10% each)	20
6	Dissertation	40
	Total	100

Candidates who achieve an overall mark of at least 50% will be awarded a PASS.
 Candidates who achieve an overall mark of at least 60% will be awarded a MERIT.
 Candidates who achieve an overall mark of at least 70% will be awarded a DISTINCTION.
 Candidates who achieve an overall mark of at least 80% will be awarded a HIGH DISTINCTION.

8. 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.

General Regulations for a Postgraduate or Graduate Diploma other than a diploma of the University of London

Outline

- 1 A Postgraduate or Graduate Diploma is awarded on the satisfactory completion, including formal examination, of a prescribed course of full-time study beyond the bachelor's degree level of at least one academic year or its equivalent.
- 2 Courses and the examinations associated with them shall be so organised as to fall into one or both of the following categories:
 - 2.1 a period of full-time study, the length of which shall be prescribed in the individual course regulations but which shall normally be not less than one academic year, the examinations being completed by the end of that period;
- 3 The minimum length of the period of study is prescribed in the individual course Regulations, but at the start of the course or at a later stage the Institute may require individual students to pursue the course for a period longer than the minimum period prescribed in the Regulations. The Institute shall determine, subject to the provisions of the individual course Regulations, the method by which the student is examined.
- 4 Where a candidate is pursuing a course extending over not less than one calendar year he/she may be allowed, at the discretion of the Institute and provided that the individual course Regulations so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time course, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the Institute as having a function relevant and suitable to the field of study. Normally candidates pursuing a course extending over a minimum of one academic year will be permitted to undertake the project work outside the Institute for no more than one month.
- 5 Schemes of examinations shall be prescribed in individual course Regulations and shall include the submission of a significant piece of individual work in the form of an essay, report or dissertation, which may be based on a project or fieldwork.
- 6 The examination for each written paper shall take place on one occasion each year and the time will be specified in the individual course Regulations.
- 7 An essay, report or dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year and the date for submission will be specified in the course regulations.

Assessment

- 8 Entries to the examination and any examination fee must be received by the Institute by 1 March in the case of a summer examination or 1 May in the case of an autumn examination.

- 9 Candidates are bound by the Regulations in force at the time of their entry to the examination.
- 10 To be eligible for the award of a diploma 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 Institute.
- 11 Examiners shall have the discretion to award a mark of distinction to a candidate who has shown exceptional merit in the examination.
- 12 A candidate shall enter the examination in accordance with the provisions of the individual course Regulations. Deferment of any part of the examination, including submission of the essay/dissertation, may be granted for reasons judged adequate in the particular case (normally illness or the death of a near relative) at the discretion of the appropriate Board of Examiners. Subject to such exemptions being granted, candidates will be informed of the marks they obtained in those elements in which they have been examined.
- 13 If the essay, report or dissertation is otherwise adequate but requires minor amendments, the examiners may require the candidate to make within one month amendments specified by them and approved by them or one of their number nominated by them.
- 14 If a candidate who has been examined in all elements of the examination or of part of the examination for which he/she has entered fails to satisfy the examiners, the examiners may determine that he/she may on re-entry be exempt from one or more of the following: one or more of the written papers, essay/report/dissertation, and assessment of coursework.
- 15 A candidate who does not at his/her first attempt successfully complete the examination or part of an examination may, subject to the agreement of the appropriate Board of Examiners, attempt that examination on one further occasion. Such an attempt will be at the next following examination except where the Institute has granted permission for a candidate to defer the attempt until the examination in a subsequent year. The dates of the written examination and for the submission of an essay/report/dissertation shall be specified in the individual course Regulations.
- 16 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 an examination or part of an examination may with the agreement of the Institute:
- 16.1 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
- 16.2 at the discretion of the examiners, 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 concerned. The special examination shall be in the same format as specified in the course Regulations for the element(s) missed.

Eligibility for the award of a postgraduate or graduate diploma

- 17 To be admitted to a postgraduate or graduate diploma under these regulations a candidate must have completed to the satisfaction of the Institute the courses taken as part of the programme and have satisfied the examiners in them.
- 18 After the examiners have reached a decision, the Academic Registrar shall notify every candidate of the result of his/her examination.

- 19 A diploma shall be subsequently delivered to each candidate who has been awarded a Postgraduate Diploma. The date of the award of the degree will be the first of the following dates to fall after the last element of the examination has been completed: 1 March, 1 August, 1 November, or 31 December.

Course Regulations for the Graduate Diploma in the History of Art

Curriculum

- 1 The course is structured to include 4 elements:
One Period course
One Topic course
One Texts & Contexts course
The Foundations Lecture Course

Assessment

- 2 Candidates will be assessed by three written examinations and one assessed essay. The Period course is assessed by one three-hour paper, the Foundations Lecture Course by one three-hour paper, the Texts and Contexts course by one two-hour examination and the Topic course by an essay of 5,000 words (plus footnotes and bibliography).
- 3 The assessed essay is normally to be submitted by the end of week 4 of the summer term.
- 4 The examiners have the discretion to apply penalties for over-length submissions. Deadlines for submission will be regarded as absolute except where there is a specific documented case (normally medical): in such a case a remission or extension may be granted at the discretion of the Chair of Examiners and on presentation of the relevant evidence certificates. There is 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%. 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.
- 5 The Period course paper will contain one or two compulsory photo questions and eight essay questions, of which candidates must answer two.
- 6 The Foundations Lecture course paper will contain two compulsory photo questions and seven essays questions, of which candidates must answer two.
- 7 The Texts and Contexts paper will contain six essay questions, of which candidates must answer two.
- 8 The pass mark is 50. Candidates must achieve at least 50% in 70% of the assessment in order to be awarded the Diploma. The overall average mark for the course is calculated from three elements in the following proportions:
- | | |
|-----------------------------|-----|
| Period course: | 30% |
| Topic course: | 30% |
| Texts & Contexts course: | 20% |
| Foundations Lecture course: | 20% |

Course Regulations for the Postgraduate Diploma in the Conservation of Easel Paintings

Curriculum

- 1 The three year Diploma course combines equally teaching conservation theory and practice, using both subject-based learning and problem-solving learning to equip graduates with the knowledge, skills and attitudes to work within a professional framework in either the public or the independent sector.

First year:

The first year of the course provides the foundation of knowledge and core visual and practical skills on which students continue to build for the next two years.

Second Year:

The second-year teaching is primarily based in the studio and projects are provided that facilitate the exploration and research and refinement of conservation practice.

Third Year:

The third year focuses on research and increasingly advanced and complex problem-solving, planning and critical judgement. Knowledge and skills are applied independently within a professional ethical framework.

Duration of course of study

- 2 The normal length of the programme is three years of full-time study.

Assessment

- 3 Candidates must pass the assessment for each year of the programme to be awarded the diploma.

- 4 The assessment is as follows:

Year One: one written examination, one take-home examination, and assessment of overall performance in practical conservation by means of an oral examination.

Year Two: assessment of overall performance in practical conservation by means of an oral examination.

Year Three: assessment of overall performance in practical conservation by means of an oral examination, and a dissertation of c.10,000 words (including footnotes but excluding bibliography and documentary appendices).

The award is conditional upon the completion of conservation projects in progress.

- 5 The dates of the examinations will normally be:

Year One: Written papers: May/June

Year Two: June

Year Three: Dissertation: first Monday of the Spring Term.

Assessment of overall performance including practical work in the last week of the academic year in years one, two and three.