

**University of London International Programmes
 Programme Specification and Regulations for the
 MSc degrees in Finance (Economic Policy), Finance (Financial
 Sector Management), Finance (Quantitative Finance), Public
 Policy and Management (registered with effect from 1 Jan 2009
 or later), Postgraduate Diplomas in Economic Policy, Financial
 Sector Management, Quantitative Finance, Policy Studies,
 Public Financial Management, Public Management, MSc
 degrees and Postgraduate Diplomas in Finance and Financial
 Law, International Management (China), MBA and Postgraduate
 Diploma in Banking, and, for the provision of individual
 modules.**

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 Programmes Programme Specification and
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Important information regarding the Programme Specification and Regulations

1

This document contains all the regulations for a specific programme(s) and the associated regulations for individual modules that can be taken on a stand-alone basis as follows:

- The programme regulations are divided into the **Programme Specification** and the **Detailed Regulations** (which includes relevant **Annexes**). The Programme Specification gives the core regulatory information about the programme and is supplemented by the Detailed Regulations.
- Regulations concerning provision for individual modules is divided in to a **Summary of provision for individual modules** and the **Detailed regulations for the provision of individual modules** (which may include relevant **Annexes**).
- The document also contains a **Glossary** which defines certain terms used within the document and a section with details about **related documents and sources of information** to which a student is likely to need to refer at different times in their studies.

2

Some regulations are general regulations, which means that they apply for all University of London International Programmes at a given level of study. These regulations are marked with (GR) next to the paragraph number.

3

A student registered for any of the programmes covered by this programme specification and regulations are required to comply with procedures, deadlines and instructions issued by the University, including the University of London Regulations. The University is not responsible for any consequences arising from a student's failure to comply with the regulations, procedures, deadlines or instructions.

[See the section on related documents and sources of information.](#)

4

On all matters where the regulations need to be interpreted, or are silent, the University's decision is final.

5

For the duration of a student's registration for a specific programme, core elements (set out in the Programme Specification) of that programme will remain unchanged unless appropriate consultation with students has taken place. However, the Programme Specification and Regulations are reviewed and published annually, and certain programme details are subject to change. Each year's programme specification and regulations replaces those of the previous year, and so students must ensure that they always refer to the current year's programme specification and regulations. Changes for registered students will be introduced as follows:

- Two years' notice will be given when a module is withdrawn, when a syllabus is substantially amended, when a prerequisite for a module is introduced, and when the assessment method for a module is changed.
- Five years' notice will be given if the University decides to withdraw the programme.

All other regulations may be amended without notice. If a change to the regulations is considered to have an adverse effect on students, appropriate student consultation will take place prior to introducing the change to a current student cohort. Normally, major changes to a programme will only be introduced for a new cohort of students.

Examples of changes to the regulations which can be considered to have an adverse affect for registered students are significant changes to the structure of the programme, changes to the progression rules in the programme, changes to the weighting of modules and changes to pass marks or the classification of the award.

6

Students registered for the programmes covered by this programme specification and regulations are registered with the University of London International Academy. The Colleges of the University of London and the University of London International Academy collaborate to deliver the University of London International Programmes.

7

All University of London International Programmes adhere to the University's agreed policies for academic programmes and awards.

Programme Specification

The individual Programme Specifications for each set of related programmes can be found at www.londoninternational.ac.uk

Title and name of awards

See glossary for an explanation of terms.

Master of Science in Finance (Economic Policy) – MSc

Postgraduate Diploma in Economic Policy

Master of Science in Finance (Financial Sector Management) – MSc

Postgraduate Diploma in Financial Sector Management

Master of Science in Finance (Quantitative Finance) – MSc

Postgraduate Diploma in Quantitative Finance

Master of Science in Finance and Financial Law – MSc

Postgraduate Diploma in Finance and Financial Law

Master of Science in International Management (China) – MSc

Postgraduate Diploma in International Management (China)

Master of Science in Public Policy and Management – MSc

(Students registered with effect from 1 Jan 2009 or later)

Postgraduate Diploma in Policy Studies

Postgraduate Diploma in Public Management

Postgraduate Diploma in Public Financial Management

Master of Business Administration in Banking- MBA

Postgraduate Diploma in Banking

Individual modules of the MSc, MBA and Postgraduate Diplomas can be taken as credit bearing stand-alone modules up to a maximum of three. A credit system is in operation to allow students to transfer onto the MSc, MBA and Postgraduate Diplomas should they choose to do so at a later stage in their studies. (See Programme structures and requirements section below)

Level of the programmes

The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

The awards are placed at the following Levels of the Framework for Higher Education Qualifications (FHEQ):

MSc degrees – Level 7

MBA – Level 7

Relevant QAA subject benchmarks group(s)

See the QAA website for information.

Not applicable

Awarding body

University of London

Registering body

www.londoninternational.ac.uk

University of London International Academy

Lead College

www.cefims.ac.uk

School of Oriental and African Studies (SOAS)

Centre for Financial and Management Studies (CeFiMS)

Accreditation by professional or statutory body

The Law Society accredits the MSc in Finance and Financial Law for professional development purposes.

Other programmes are not accredited by a professional or statutory body.

Language of study and assessment

See also section 4 of the Detailed Regulations.

English

Mode of study

Find further details at www.cefims.ac.uk.

Distance Learning enhanced by the CeFiMS online study centre

Programme structures and requirements

The **MSc degrees** consist of **eight** modules as follows:

MSc degrees in **Finance (Economic Policy)**, **Finance (Financial Sector Management)**, **Finance (Quantitative Finance)** consist of:

- Five core modules chosen from a list and
- Three elective modules chosen from a list.

The **MSc in Finance and Financial Law** and the **MSc in International Management (China)** consists of:

- Five compulsory modules and
- Three elective modules chosen from a list.

The **MSc in Public Policy and Management** (for Students registered with effect from 1 Jan 2009 or later) consists of eight modules chosen from a list.

Those students, on all programmes except MSc Finance (Quantitative Finance), who choose to do the Dissertation must first successfully complete the assignments for the *Research Methods* module. There are no other rules about the order in which modules must be taken.

The **MBA in Banking** consists of **six** modules as follows:

- Five compulsory modules and
- One elective module chosen from a list.

The **Postgraduate Diplomas** consist of **four** modules as follows:

Postgraduate Diplomas in: **Economic Policy; Financial Sector Management; Quantitative Finance; Banking; Public Financial Management; Policy Studies; Public Management** consist of:

- Four modules chosen from a list.

Postgraduate Diploma in Finance and Financial Law:

- One compulsory module and
- Three elective modules chosen from a list

Postgraduate Diploma in International Management (China):

- Three compulsory modules and
- One elective module chosen from a list

See full details of programme structures in section 1 of the Detailed Regulations. For details of how to progress through the programmes refer to section 7.

Accreditation of prior learning at a different institution will not be considered for modules at Postgraduate Diploma, MSc or MBA level.

A student registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, may apply credit from one module to one other programme at Master's or Postgraduate Diploma level only, which must also be covered by these regulations.

A student who successfully completes one or more of the individual modules available as stand-alone modules may be considered for progression to a related MSc, MBA or Postgraduate Diploma. Credit for that individual module may also be considered provided that application is made within three years of the completion of the relevant module or modules. Neither progression nor credit is automatic.

Details of credits and accreditation of prior learning are to be found in section 2 of the Detailed Regulations.

The maximum and minimum periods of registration, from a student's effective date of registration, are:

	Minimum	Maximum
MSc degrees and MBA	Two calendar years	Five calendar years
Postgraduate Diplomas	One calendar year	Five calendar years

Full details are in section 3 of the Detailed Regulations.

For the award of an **MSc** a student must have attempted and normally have passed eight modules.

A student who has passed in six modules may still be considered for the award of the degree subject to criteria and at the discretion of the Board of Examiners.

For the award of the **MBA** a student must have attempted and normally have passed six modules.

A student who has passed in four modules may still be considered for the award of the degree subject to criteria and at the discretion of the Board of Examiners.

To be considered for the award of merit for either the **MSc or MBA** a student must obtain a mark of 50% or more in each module and an average of 60% across all modules. To be considered for the award of distinction a student must obtain a mark of at least 60% in each module and obtain a mark of at least 70% in at least three modules.

All modules are weighted equally.

For the award of Postgraduate Diploma, a student must have attempted and normally have passed the assessment in all four modules.

A student who has passed in three modules may still be considered for the award of the diploma subject to criteria and at the discretion of the Board of Examiners.

In order for a Postgraduate Diploma student to proceed to the related MSc or MBA, the student must normally obtain a pass in all four of the Postgraduate Diploma modules and receive a recommendation from the Board of Examiners that they may proceed.

A student cannot be awarded both the Postgraduate Diploma and the MSc or MBA. A student who accepts the award of the Postgraduate Diploma will not be permitted to re-register for the MSc or MBA.

All four modules are weighted equally.

See also section 8 of the Detailed Regulations.

Credit value of modules

Where credits are assigned to each module of a programme, credit indicates the amount of learning undertaken in terms of notional study hours, and a specified credit level indicates the relative depth, complexity and intellectual demand of learning involved.

For students registered for MSc, MBA or Postgraduate Diplomas credit has not been assigned to each module although all modules accommodate no less than 120 notional study hours. All modules are placed at Level 7 of the FHEQ.

Entrance requirements

For details of the application process, alternative qualifications that may be accepted and English Proficiency tests please refer to www.cefims.ac.uk.

Students with specific access requirements should refer to section 12 of the Detailed Regulations.

An applicant must satisfy the relevant entrance requirements given in this section. In order to be considered for admission as an International Programmes student, applicants must also submit an application that is in accordance with the procedures and deadlines set out on the CeFiMS website.

To be registered for the **MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance) or Finance and Financial Law**, and, **Postgraduate Diplomas in Economic Policy, Financial Sector Management, Quantitative Finance or Finance and Financial Law** an applicant must have:

- A Bachelor's degree in finance, economics or other appropriate discipline, from a UK university or other institution acceptable to the University, or an equivalent international qualification (qualifications in other subjects will be assessed on their merits)

Or

- Previous education and experience without a UK Bachelor's degree, or international equivalent, that satisfies the University as a qualification on the same level as a UK Bachelor's degree approved under the point above for this purpose and has included suitable preliminary training.

To be registered for the **MSc degrees in International Management (China)** and **Public Policy and Management** or **Postgraduate Diplomas in International Management (China), Policy Studies, Public Financial Management** or **Public Management** an applicant must have:

- A Bachelor's degree in a social science discipline, or other appropriate discipline, from a UK university or other institution acceptable to the University, or an equivalent international qualification (qualifications in other subjects will be assessed on their merits)

Or

- Previous education and experience without a UK Bachelor's degree, or international equivalent, that satisfies the University as a qualification on the same level as a UK Bachelor's degree approved under the point above for this purpose and has included suitable preliminary training.

To be registered for the **MBA or Postgraduate Diploma in Banking**, an applicant must have:

- A recognised professional qualification (accounting, banking, CFA, or related professional qualifications)

Or

- A Bachelor's degree in economics, business administration, accounting or a related discipline, from a UK university or other institution acceptable to the University, or an equivalent international qualification.

And

- Three years relevant work experience.

English language proficiency

For all applicants a high level of English language ability in reading, writing and study skills is required. This is equivalent to a score of 7.0 overall in the IELTS test, or 7 in both reading and writing. For the TOEFL paper-based test, you will need a score of 600+, with at least 5.0 in the Test of Written English; and in the TOEFL internet-based test, you will need a score of 100+, with 25+ the written English test. Applicants may be asked to provide evidence of language ability as tested by the British Council, GMAT or another registered body

Internet access

All students are required to have regular internet access, allowing them to access the following resources:

- The student portal
- Programme resources on the Online Study Centre
- Programme resources on the University of London International Programmes website
- The Programme Specification and Regulations for their programme of study
- The University Regulations and the University of London International Programmes Student Charter

Educational aims and learning outcomes of the programmes

These programmes are designed for those who wish to pursue careers in the financial services, government, development organisations, education and consultancy. Depending on the programme being studied the aims are to provide an understanding of the framework, models and approaches, concepts and principles, and techniques including quantitative techniques, as applicable to Economic Policy, Financial Sector Management, Quantitative Finance, Finance and Financial Law, International Management, Public Policy and Management and Banking.

Successful completion of a Postgraduate Diploma may allow progression to a related MSc or MBA. Successful completion of an MSc or MBA may allow a student to undertake postgraduate research in a related subject.

Within the regulations students may study modules in any order. The elective modules are not in themselves more difficult than the compulsory modules. However, as students progress through the programmes they will develop a greater understanding and a sophistication of thinking.

Learning outcomes of the programmes

Subject specific - knowledge and understanding

Refer to the individual programme specifications for each set of programmes, which can be found on-line at www.londoninternational.ac.uk

Intellectual and transferable skills

On successful completion of these programmes, students should be able to:

- Think creatively;
- Gather, question and analyse information;
- Develop arguments in a systematic fashion;
- Express ideas clearly in written work and to develop problem solving skills by applying theory and theoretical models in practical situations;
- Manage their own learning, including working effectively to deadlines, plan, organise and prioritise tasks.

Teaching, learning and assessment strategies

These programmes are taught using academically rigorous and up-to-date learning materials and resources. A study guide, provided for each module studied, is intended to steer the student through a module as well as introduce the student to particular topics within the syllabus. They are written with distance learning principles in mind and complement the textbooks and key readings and articles which are provided for most modules. Most module study guides are now provided in electronic, CD-ROM format, as well as via the Online Study Centre.

Supplementary study materials, where appropriate, include items such as lectures on DVD that expand on important issues that have been raised in the module. Useful administrative information and suggestions on how to study by distance learning are provided online.

To help a student to organise their time, a Study Timetable is provided for each module. This sets out the timetable for coursework and assignment deadlines. Instead of a continuous sequence of modules, gaps are allowed so that students can catch up with other commitments. Modules are therefore run in five sessions throughout the year and each module is normally available at least twice in a twelve-month period.

The Online Study Centre gives instant access to current module materials and to electronic journals and other materials provided online by the University of London. There is a direct link to a named University of London tutor who marks and comments on assignments. The tutor is also available to answer any questions the student may have about the academic content of the programme. A member of the administrative staff is also available to answer questions about the administrative aspect of their studies. A technical team can help with any difficulties in accessing the Online Study Centre. There is also access to discussion forums with other students.

Each module, with the exception of the dissertation, has two marked assignments which will take the form of written work prepared in response to a task or tasks specified by the Programme Director. The assignments help students to know how well they are doing as well as being part of the formal assessment for the programmes.

It is University of London International Programmes policy that there should be a preponderance of unseen written examinations in the assessment of programmes. This is to ensure security and reduce the possibility of plagiarism. In these programmes each module, with the exception of the dissertation, is assessed by unseen written examination and by the marked written assignments. Examinations will consist of questions structured to allow students to demonstrate that they have acquired appropriate knowledge and understanding.

MSc students are able to choose to undertake a Dissertation that relates to theory and policy issues. The purpose of this is to enable the student to develop and demonstrate their capacity to carry out a substantial piece of independent academic work on a selected topic. Students will be assessed on their capacity to define a topic, to articulate a coherent scheme for examining the topic, to gather necessary information and to

analyse and present this information in a way that satisfactorily assesses the topic that they have set themselves.

Assessment criteria for the programme will indicate the level at which skills have been achieved.

Assessment methods

Find full details of the assessment and the scheme of award in sections 4 and 8 of the Detailed Regulations.

For all programmes each module, with the exception of the Dissertation, is assessed by one three-hour unseen written examination and by the submission of two assignments of 2500 words each.

Students cannot sit the written examination for a module unless they have completed all the compulsory assignments for that module.

The grade awarded for the module is based on the mark obtained in the written examination and on the combined mark for the assignments on the module. The ratio of written examination to coursework is 70:30.

Examinations take place in September to October each year and are held at established centres worldwide.

The Dissertation (available as an option for MSc programmes only) is assessed by the submission of a written dissertation of not more than 10,000 words, excluding the bibliography and appendices.

Student support and guidance

See www.cefims.ac.uk for further information on support and guidance.

The following summarises the support and guidance available to students:

- Help and advice is available through the Online Study Centre.
- Core texts for each module studied.
- Textbooks and articles that are important to the subject.
- Multimedia tools – module lectures on DVD that expand on the important issues that have been raised in the module or computer software may be included
- A SOAS email account.
- The University of London Online Library
- University of London library - registered students may use the resources located within the Senate House library (for a small fee).
- Regulations, containing full details of syllabuses, programme structure, assessment regulations, degree classification criteria, etc;

Quality evaluation and enhancement

Refer to the University of London International Programmes website for its policies and procedures in quality assurance.

The Colleges of the University of London and the University of London International Academy collaborate to deliver the University of London International Programmes. The policies, partnerships and systems are defined within our key documents: the Quality Framework, the Quality Assurance Schedules, Guidelines for Examinations and Detailed Regulations for each programme.

Parity of award standards

- Every programme of study is developed and approved by a Lead College, or Consortia, to the same standards and requirements as would be applied in the Lead College(s);
- Learning materials are written and examinations are set and marked by academic staff employed or chosen by the Lead Colleges, who are required to apply the University's academic standards.

Review and evaluation mechanisms

Procedures are in place to assure the quality of the programme development, delivery, management, systematic monitoring and ongoing review and enhancement of all University of London International programmes. Enhancements are made as necessary to ensure that systems remain effective and rigorous.

- Annual programme reports are prepared in order to enhance individual programmes and to plan ahead;
- Periodic programme reviews are conducted on a 4-6 year cycle to review how a programme has developed over time and ensure that it remains current and up-to-date;
- Annual External Examiner reports are prepared by independent External Examiners to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Comprehensive student information statistics are reviewed annually and feed into all systematic reporting within the University of London International Academy.

Student feedback mechanisms

- Annual Student Experience Surveys collect programme level feedback according to the student lifecycle and the stages reached by students in their learning. In addition some Lead Colleges schedule their own modular or unit level surveys;
- Virtual Learning Environments (VLEs) provide the opportunity for informal feedback and discussion;
- University of London International Academy committees and sub-committees include student membership where appropriate. Some programmes recruit their own student representatives at the programme level.

The Committee Zone on the University of London International Programmes website provides further information on the University of London International Academy's governance structure, including Terms of Reference, Agendas and Papers and can be accessed via:

http://www.londoninternational.ac.uk/quality/comte_zone/index.shtml

This Programme Specification is presented in support of our commitment to the nationally agreed reference points for assuring the quality and standards of higher education, known as the Academic Infrastructure. Further information can be found at:

<http://www.qaa.ac.uk/academicinfrastructure/default.asp>

Detailed Regulations

Detailed regulations contain the rules that govern the relationship between students and the University of London for each degree programme. The Regulations are subject to change annually so students should ensure that they refer to the most recent version.

1 Structures of the programmes

Annex A gives the full structure and content of the programme.

1.1

As indicated in the Programme Specification, the programmes have the following structures:

The **MSc degrees** consist of **eight** modules as follows:

MSc degrees in **Finance (Economic Policy)**, **Finance (Financial Sector Management)**, **Finance (Quantitative Finance)** consist of:

- Five core modules chosen from a list and
- Three elective modules chosen from a list.

The **MSc in Finance and Financial Law** and the **MSc in International Management (China)** consists of:

- Five compulsory modules and
- Three elective modules chosen from a list.

The **MSc in Public Policy and Management** (registered with effect from 1 Jan 2009 or later) consists of **eight** modules chosen from a list.

The **MBA in Banking** consists of **six** modules as follows:

- Five compulsory modules and
- One elective module chosen from a list.

The **Postgraduate Diplomas** consist of **four** modules as follows:

Postgraduate Diplomas in: **Economic Policy**, **Financial Sector Management**, **Quantitative Finance**, **Banking**, **Public Financial Management**, **Policy Studies** and **Public Management** consists of:

- Four modules chosen from a list.

Postgraduate Diploma in Finance and Financial Law:

- One compulsory module and
- Three elective modules chosen from a list

Postgraduate Diploma in International Management (China):

- Three compulsory modules and
- One elective module chosen from a list

For how to progress through the degree, see section 7.

1.2

There is **no accreditation of prior learning** for modules at Postgraduate Diploma, MSc or MBA level.

1.3

A student registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, may apply credit from one module to one programme at Master's or Postgraduate Diploma level only, which must also be covered by these regulations.

[Find details on credits and accreditation of prior learning in section 2.](#)

1.4 (GR)

It is a student's responsibility to ensure that their choice of modules complies with the current regulations.

1.5

Availability of modules may vary from year to year.

1.6

Modules are run in five sessions throughout the year. A student may only register for one module per session. In exceptional circumstances and having shown sufficient progression in two modules, a student may apply for dispensation from the Programme Director to sit two modules in one session. Each module is normally available at least twice in a twelve-month period. Not all modules will be offered at any particular time during the year.

1.7

A student may apply to change their choice of a module as long as they have not received study materials for the module concerned. An application from a student who has already received study materials for the module concerned will not be considered.

Individual Modules

[Full regulations governing individual modules are given separately. See the Contents page.](#)

1.8

A student may apply to register for one or more individual modules to study on a stand-alone basis, instead of registering for the MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance), Public Policy and Management (registered with effect from 1 Jan 2009 or later) or Postgraduate Diplomas in Economic Policy, Financial Sector Management, Quantitative Finance, Policy Studies, Public Financial Management, Public Management or MSc degrees and Postgraduate Diplomas in Finance and Financial Law (registered with effect from 1 Jan 2007 or later), International Management (China) or MBA and Postgraduate Diploma in Banking

Transfer from a Postgraduate Diploma to the related MSc or the MBA

1.9

In order to be able to proceed to a related MSc or the MBA degree, a student registered for a Postgraduate Diploma must normally obtain a pass in all four of the Postgraduate Diploma modules and receive a recommendation from the Examiners that they may proceed to the related MSc or the MBA degree.

1.10

A student cannot be awarded both the Postgraduate Diploma and the related MSc or MBA degree. A student who has accepted the award of the Postgraduate Diploma will not be permitted to re-register for the related MSc or MBA degree.

1.11

There is no automatic progression but a student who successfully completes a Postgraduate Diploma may be permitted to transfer to the related MSc or MBA degree and receive appropriate credits.

[Full details are in section 7.](#)

2 Credit transfer and accreditation of prior learning

See the Glossary for definition of 'credit' and 'accreditation of prior learning'.

2.1 (GR)

The University reserves the right to review the credit transfer and accreditation of prior learning policy in respect of the Postgraduate Diploma, MSc degrees and MBA each year. These regulations, therefore, relate only to applications received within the period 1 November 2011 to 31 October 2012.

2.2 (GR)

No credit transfer or accreditation of prior learning will be granted unless an application has been made in accordance with the instructions given on the University of London International Programmes website. Applicants are required to pay the credit transfer or accreditation of prior learning application fee.

See www.londoninternational.ac.uk for procedures and deadlines for applying for accreditation of prior learning and credit transfer.

2.3 (GR)

All applications are considered on an individual basis and credits and accreditation of prior learning awarded are at the discretion of the University.

Credit transfer

2.4

A student registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, may apply credit from one module to one programme at Master's or Postgraduate Diploma level only, which must also be covered by these regulations.

2.5 (GR)

A student who satisfies the entrance requirements for an MSc or MBA degree and who is appropriately qualified may be considered for credit transfer in respect of specified modules. An application cannot, however, be considered after a student has made entry to the examination for the module(s) concerned.

2.6 (GR)

Where credit is given, the mark obtained for the module previously studied may be carried forward to the student's record and will contribute towards their award, in accordance with the scheme for award.

2.7 (GR)

The University will produce a final transcript detailing the modules for which credit transfer was awarded and the year of study.

Accreditation of prior learning (APL)

2.8

Within these programmes there is **no** provision for **accreditation of prior learning** at the Postgraduate Diploma, MBA or MSc level.

A student who is awarded accreditation of prior learning for a specific course is considered to be exempt for this course. This means that the student is considered to have completed the course for the purposes of progression within the programme.

2.9 (GR)

APL is at the discretion of the University and may not be permitted for all programmes. Where APL is permitted, a student can only be considered for up to **one third** of the programme award concerned.

Regulations set by Professional and Accrediting Bodies may impose further restrictions to the amount of accreditation of prior learning that is recognised. Students should seek further advice with regards to their specific programme.

2.10 (GR)

APL can only be awarded for whole named modules, not for a part of a module. Accreditation of prior learning cannot be granted for a dissertation element, project or final examination of a programme award at FHEQ Level 7.

See the programme specification for further information on exclusions of accreditation of prior learning

2.11 (GR)

APL is normally only awarded for whole modules mapped at FHEQ Level 7 or higher.

2.12 (GR)

A decision to give APL is valid for a limited time only and as indicated in the University's confirmation of APL. If a student does not enter an examination within this period, the offer of APL will lapse and it will be necessary to make a fresh application.

2.13 (GR)

An offer of APL is valid only for the particular module and programme of study for which the offer has been awarded. APL will no longer be valid if the programme is withdrawn before the student registers. A student who transfers their registration to another programme may be required to submit another application for accreditation of prior learning.

2.14 (GR)

A student may not study again, and is not permitted or required to be examined in, the modules against which APL has been mapped and granted.

2.15 (GR)

The mark obtained for a module for which APL has been awarded, will not be carried forward to the student's record and will not contribute towards the award.

2.16 (GR)

APL cannot be considered after a student has entered the examination for the relevant module.

2.17 (GR)

If a student has failed the examination for a module, they may not at a later stage apply for APL from the failed module.

3 Registration

Effective date of registration

See Glossary for the definition of 'effective date of registration'.

3.1

A student's effective date for registration will be **1 November** for students registering in October, **1 January** for students registering in January and **1 June**, for students registering in May, these dates being in the year in which they are initially registered.

3.2

A student with an effective date of registration of 1 November, 1 January or 1 June will be permitted to sit an examination at the next opportunity, i.e. in September to October the same academic year.

Period of registration

3.3 (GR)

As indicated in the Programme Specification, the maximum and minimum periods of registration from the student's effective date of registration will be:

	Minimum	Maximum
MSc degrees and MBA	Two calendar years	Five calendar years
Postgraduate Diplomas	One calendar year	Five calendar years

No reduction in the minimum period of registration will be permitted.

3.4

A student who transfers from a Postgraduate Diploma to an MSc or to the MBA will have the maximum period of registration of five years for the degree counted from the effective date of registration for the Postgraduate Diploma.

3.5

A student who is permitted to proceed from an individual module to a Postgraduate Diploma or MSc/MBA will be given a new period of registration as an International Programmes student, effective from the date of registration for the diploma or degree. The maximum period of registration permitted will be the same as for all other students registered for the same programme.

3.6

A student who has not completed all the requirements of the Postgraduate Diploma, MSc or MBA within the maximum period of registration may apply to extend their registration for one further year.

[Procedures for extension of registration can be found on www.cefims.ac.uk.](http://www.cefims.ac.uk)

3.7 (GR)

Extension of registration is at the discretion of the University, which will take into account the progress made by the student during registration. If the student's application is approved, the registration will be subject to the Regulations that apply at the time of renewal. A fee may be payable.

Cancellation of registration

3.8 (GR)

A student may cancel their registration at any time. Fees will not be refunded except in exceptional circumstances.

[Section 10 gives refund information.](#)

Registration of former students of the University

3.9 (GR)

In addition to satisfying the entrance requirements given in the Programme Specification, an applicant who was previously either registered as an International Programmes student or enrolled at a College of the University of London must have paid the University or College all due fees and accounts. An applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, as an International Programmes student.

3.10 (GR)

An applicant who has previously received a University of London award, or whose registration with the University was terminated because they had exhausted the permitted number of attempts at an examination, may apply to register again as an International Programmes student for a programme of study in a different subject or field of study.

3.11 (GR)

An applicant who has previously received a University of London award or whose registration with the University was terminated because they had exhausted the permitted number of attempts at an examination, may apply to register again for a programme of study in the same subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be granted at the discretion of the University and will be subject to any further conditions specified, either in this Programme Specification and Regulations document or by the University.

3.12 (GR)

It is at the University's discretion to determine whether a student who registers again for an award under paragraph 3.11 can receive credit for any modules previously passed.

3.13 (GR)

A student who receives credit for modules previously passed will not be permitted to re-enter the examination for those modules.

3.14 (GR)

A student who is permitted to register again will be required to pay a new registration fee, where applicable. The student will receive a new maximum period of registration relevant to that programme.

4 Assessment for the programme

4.1 (GR)

A student sitting an examination must comply with the rules given in the Notice to Candidates, which accompanies the Admission Notice, in addition to those given in this section.

Assessment methods

4.2

See Glossary for the definition of 'examination' and 'written paper examination'.

As indicated in the Programme Specification, each module for the awards listed in these regulations, with the exception of the **Dissertation** module, will be assessed by one three-hour unseen written paper examination and by the submission of two assignments which will take the form of written work prepared in response to a task or tasks specified by the Programme Director.

4.3

Assignments are expected to be about 2500 words in length. The word count should exclude footnotes, endnotes and references, and tables and figures. If an assignment exceeds the word limit by the specified amount, then tutors will implement the following deductions:

Excess Length	Mark Deduction (Percentage points)
Up to and including 10%	5 percentage point
More than 10% up to and including 20%	10 percentage point
More than 20% up to and including 30%	15 percentage point
More than 30%	The work may be submitted and will be accepted. It will not be marked but will be assigned a grade of 0

4.4

A student **cannot** sit the written paper examination for a module unless they have completed all the compulsory assignments for that module. Students who sit a written paper examination for a module for which they have an incomplete assignment record will be judged not to have completed the examination and will receive no mark for their performance in the written paper examination.

4.5

The grade awarded on each individual module will be based on the mark obtained in the written paper examination and on the combined mark for the assignments. The examination mark and the combined mark of the assignments will be weighted on the scale **70:30**.

4.6

The **Dissertation** module (elective for MSc degrees only) will be assessed by submission of a written dissertation, relating to both theory and policy issues, of not more than 10,000 words, excluding the bibliography and appendices. All students, except MSc Finance (Quantitative Finance students, wishing to write a dissertation are required to successfully complete the assignments for the **Research Methods** module before proceeding to the **Dissertation**.

4.7 (GR)

All examinations will be based on the module outlines that are current for the year of the examination concerned. A student must ensure that they have studied the correct material.

4.8

In the event of a significant change to the content or assessment of a module, or because the module has been withdrawn, a student will be given a notice period of two years in which to complete the assessment for the module concerned, which will be based on the module outline in use at the time of their registration.

4.9 (GR)

An examination is governed by the regulations in force at the time of the examination and not at the time that a student was initially registered or first attempted the examination concerned, except where the conditions for changing regulations with notice apply.

See the Introduction for information on changing regulations.

4.10 (GR)

Where necessary, Examiners may change the format or rubric of a written paper examination, from that of the previous year, without giving prior notice to students.

4.11 (GR)

Examinations by written paper are held at established examination centres worldwide. In countries where there is an established examination centre, a student must use the facilities provided by that centre. The University will not establish an alternative centre in those countries.

See the website for the list of examination centres: www.londoninternational.ac.uk/exams

4.12 (GR)

All examinations are held at the discretion of the examination centre and are subject to any conditions they may impose.

4.13

Notwithstanding the provisions of section 6 of these Detailed Regulations, any assignment or dissertation that forms part of the formal assessment of a module and is deemed by the University to be plagiarised will be given a mark of 0 (zero) and the student will be formally reprimanded. Repeated offences of plagiarism will attract greater penalties: the University may determine that there should be no mark for any of the modules taken in the year concerned; or that the student be excluded from any or all future examinations of the University.

Date of examinations

4.14

Written paper examinations take place in September/October each year.

4.15 (GR)

At any examination session, all students will be examined by the same written paper examination, on the same date, at the same time, except where there are unavoidable delays in the arrangement. However, the University reserves the right to set different papers in the same subject in separate countries and in different time zones.

4.16 (GR)

Where delays are unavoidable in countries other than the United Kingdom, the examination centre will arrange for the relevant examinations to be taken with as little deviation as possible from the original dates and times assigned to them. A student must abide by these revised arrangements. The University reserves the right not to mark an examination taken at a different time from that prescribed.

Submission of assignments and the dissertation

4.17

Completed assignments must be submitted via the Online Study Centre no later than the submission dates given on the module timetables.

4.18

An assignment may be submitted late only with the approval of the Programme Director who, in giving permission, will specify the additional period allowed. Assignments which are submitted late without such permission will be subject to penalties and may be returned unmarked. This could affect a student's eligibility to sit examinations.

4.19

With each assignment a student must accept the no plagiarism declaration via the online submission procedure to confirm that the completed assignment is all the student's own work and that there has been no plagiarism.

4.20

It is the responsibility of the student to retain a copy of their assignment in the event of any electronic difficulties in its submission to, or return from, the University.

4.21

A student is strongly advised to submit a draft of their **dissertation** before submission of the final version. However, the **draft dissertation** will not form part of the final assessment.

4.22

All students submitting a **dissertation** must submit an electronic copy of the completed dissertation via the Online Study Centre, to arrive not later than **1 October** in the year of registering for the dissertation.

Sitting examinations

The full examination entry procedure can be found at www.londoninternational.ac.uk/exams.

4.23 (GR)

A student who wishes to sit an examination in any given year must:

- have registered with the University as an International Programmes student for the programme
- have entered for the examination in accordance with the University's and the appropriate examination centre's instructions and deadlines

4.24 (GR)

A student is required to apply to the relevant examination centre for permission to sit the examination. The University cannot accept responsibility for making examination arrangements on behalf of a student. It is entirely at the examination centre's discretion to accept or refuse an entry to an examination.

4.25 (GR)

A fee is normally charged by all examination centres except for London. This fee is payable by a student each time they make an examination entry. The University is not responsible for this fee and cannot influence the level of fee charged.

4.26 (GR)

A student must write the answers to all examinations in English.

4.27 (GR)

The University reserves the right to require a student sitting a written paper examination to remain in the examination room or its precincts for the duration of the relevant examination.

4.28 (GR)

All examination scripts are the property of the University and will not be returned to students. All question papers will be retained by the University.

4.29 (GR)

A student who finds handwriting difficult due to medical or learning difficulties must apply to the University for special arrangements to be made. The University will not transcribe illegible scripts. Any script deemed illegible by the Board of Examiners will be assigned a mark of zero and a fail result will be given. This will count as an examination attempt.

In order to apply for special examination arrangements contact special.arrangements@london.ac.uk

See also section 12.

Materials and aids permitted within the examination room

4.30 (GR)

Examinations must be completed without aids, unless indicated otherwise in the individual examination paper. A definitive list of materials permitted in the examination room will also be sent to students who have entered an examination with the Admission Notice/timetable.

4.31 (GR)

Without exception, electronic devices with communication capability are forbidden in the examinations. This includes personal digital assistants (PDAs) and mobile phones.

4.32 (GR)

The use of calculators in the examination is strictly controlled. Calculators may only be used in examinations where indicated in the Notice to candidates.

4.33 (GR)

Calculators will **not** be provided by the University. A student is responsible for providing their own calculator and for ensuring that it is in working order for the examination. A student must ensure that they have an alternative means of calculation in case their calculator fails during the examination (i.e. a second calculator which must also comply with the specification below) or must be prepared to continue the examination without a calculator. Borrowing another student's calculator during the examination is not permitted. If a student uses an electronic calculator in an examination, they must indicate on their examination script the name and type of machine used.

4.34 (GR)

Where calculators are permitted, the specifications listed below will apply, unless otherwise indicated in the the Notice for candidates for the module concerned.

Calculators must:

- be hand held, compact and portable
- be quiet in operation
- have no external wires
- be non-programmable
- not be capable of receiving, storing or displaying user supplied non-numerical data

The use of a calculator that communicates or displays textual messages, graphical or algebraic information is strictly forbidden.

4.35 (GR)

If a student uses a calculator that does not comply with the above specification, they will be considered to have made an assessment offence and will be subject by the rules governing such offences.

See section 6 for assessment offences and penalties.

4.36 (GR)

It is an examination offence to take into, or use in, the examination room any unauthorised materials or aids. A student must not take into the examination room, or consult during the examination, any books, notes, instruments or other materials or aids that are not permitted. All such materials or aids must be given to the Invigilator before the examination starts. A student who takes any unauthorised materials or aids into the examination room must hand them to the Invigilator when requested to do so.

Illness during examinations

4.37 (GR)

A student who thinks that illness or other circumstances may have affected their performance in an examination must immediately inform the Student Assessment Office ensuring that notification is received within three weeks of their last examination. A supporting medical certificate or other certification obtained at the time of illness must be provided at the same time. Notification received more than three weeks after the date of the last examination will not be taken into account.

Contact details for the Student Assessment Office can be found at www.londoninternational.ac.uk/contactus.

Administrative re-check of marks

See www.londoninternational.ac.uk/exams.

Students can request an administrative re-check of marks online or contact uolia.rechecks@london.ac.uk

4.38 (GR)

A student may apply to the University for their results to be re-checked if they think a mark received is due to an administrative error.

4.39 (GR)

A student who wishes to apply for an administrative re-check of marks must do so by specific deadlines and by following the procedure set out on the University of London International Programmes website.

A request for an administrative re-check of marks received after the given deadlines cannot be processed.

4.40 (GR)

A student who wishes to apply for an administrative re-check of marks must pay an administrative fee which is refundable in the event that an error is found.

4.41 (GR)

The University will not consider appeals against examination results that are made on academic grounds.

For information on the procedure for representations concerning the decisions of the Boards of Examiners, refer to the University of London Regulations, www.london.ac.uk

5 Number of attempts permitted at an examination

5.1 (GR)

A student who fails to satisfy the Examiners in an examination, and who has yet to satisfy the conditions to be considered for the relevant award, may be permitted or required to make one further attempt at that examination.

5.2

The maximum number of attempts permitted at any examination is **two**.

5.3

A student will not be permitted to resubmit assignments and the mark obtained on the first occasion will be carried forward to the second attempt.

5.4

At the discretion of the Board of Examiners, a student who is required to re-sit an examination may be prohibited from following further modules until these re-sit examinations have been taken.

5.5 (GR)

A student who enters an examination hall to attempt a written paper examination will be considered to have made an examination attempt. Absence from an examination will not count as an attempt.

5.6 (GR)

A student who receives a result of 'Pass' or of 'Fail' at any examination will be considered to have made an attempt.

5.7 (GR)

A student may not make a further attempt at any examination already passed or for which specific credit has been awarded.

5.8 (GR)

The mark awarded for a second attempt at an examination will supersede the mark or grade previously awarded for that examination.

5.9

If, on the second attempt at the examination for any module, a student receives the result 'Fail', their registration will cease unless the Examiners recommend otherwise in exceptional circumstances.

5.10

If a student submits a **dissertation** which is otherwise adequate but requires minor amendment, the Examiners may require the student to make any amendments specified by them and to re-submit the dissertation within a period of **four** weeks unless otherwise specified by the Examiners. If the dissertation is failed completely, the student will be required to make a fresh application for approval of a topic and offer a new or re-written dissertation at a subsequent examination.

6 Assessment offences and penalties

6.1 (GR)

It is an examination offence for a student to take into, or use in, the examination room any unauthorised materials, aids, instruments or equipment that may be used to their advantage. A student must not take into the examination room, or consult during the examination, any books, notes, instruments or other materials or aids that are not permitted. This includes the use of unauthorised programmable calculators or the use of permitted materials that have been personally annotated such as statutes. All such materials or aids must be deposited with the Invigilator before the examination starts. A student who takes any unauthorised materials, aids, instruments or equipment into the examination room must surrender them to the Invigilator on request. Failure to comply with a reasonable request from an Invigilator constitutes an examination offence.

For further rules on materials and aids permitted in the examination, see section 4.

For fuller details on assessment offences and how to avoid them see the VLE.

6.2 (GR)

A student must not pass any information between themselves and another student during an examination of a written paper. This includes written, verbal and gestural communication. A student may not act in collusion with another student or any other person, nor copy from another student, their books, notes, instruments, computer files, other materials or aids, nor engage in any similar activity. Any of these activities constitutes an examination offence.

6.3 (GR)

It is an examination offence to remove stationary or other materials from the examination hall that have been supplied by the University or examination centre for examination purposes.

6.4 (GR)

Plagiarism is the copying and use of someone else's work, whether intentionally or unintentionally, as if it were the student's own. Another person's work includes any source that is published or unpublished including words, images, diagrams, formulae, audio recordings, computer code, ideas and judgements, discoveries and results. Plagiarism is an examination offence.

6.5 (GR)

All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate their own ideas and judgements.

6.6 (GR)

Software may be used, at the discretion of the University, to assist with the detection of plagiarism in individual elements or the whole part of a student's assessment (for example assignments, projects, reports or dissertations).

6.7 (GR)

Direct quotations from the published or unpublished work of another person must always be clearly identified as such and a full reference to the source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism in the same way as an unacknowledged quotation from a single source. Equally, if another person's ideas or judgements are summarised, students must refer to that person in the text and give details of the work to which reference is made.

6.8 (GR)

It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in section 4 of this programme specification and regulations.

6.9 (GR)

Assignments, essays, projects, reports, dissertations and other similar work must therefore be the student's own work and must be written without the assistance of other people, except where expressly permitted in section 4 of Detailed Programme Regulations. A student will be required to submit a signed declaration for all such work submitted, stating that they understand what is meant by plagiarism, and confirming that the work submitted is entirely their own and that the use of published or unpublished works of other people has been acknowledged in accordance with the University's requirements.

6.10 (GR)

It is the responsibility of the student to safeguard their assignments, essays, projects, reports, dissertations and other similar work and to prevent them from being copied by other students.

6.11 (GR)

The examination offences listed above will be treated as cheating or irregularities of a similar character under the provisions of the Procedures for the Consideration of Allegations of Examination Offence of the University's Regulations (Regulation 1 Annex 6 and, as appropriate, Annex 7). Under these Regulations, students found to have committed an offence may have the results of their examinations withheld and may be excluded from all future examinations of the University.

For the University's Regulations, see www.london.ac.uk

7 Progression within the programme

7.1 (GR)

Within the limits given below a student may decide when they are examined, the number of modules attempted each year and the order in which modules are examined. A student does not have to be examined every year.

See section 4 for method of assessment.

Students registered for the Postgraduate Diploma

7.2

In any one year a student may attempt examinations in a maximum of four modules.

7.3

A student may only register for one module per session. Modules are run in five sessions throughout the year. In exceptional circumstances and having shown sufficient progression in two modules, a student may apply for dispensation from the Programme Director to sit two modules in one session.

Progression from a Postgraduate Diploma to a related MSc or MBA degree

7.4 (GR)

In order to be able to proceed to a related MSc or the MBA, a student registered for the Postgraduate Diploma must normally obtain a pass in all **four** of the Postgraduate Diploma modules and receive a recommendation from the Examiners that they may proceed to a related MSc or the MBA.

7.5

At the discretion of the Examiners, a student who has been examined in all four of the Postgraduate Diploma modules and who has passed a minimum of three modules may be permitted to progress to a related MSc or the MBA. Students will be required to **re-sit** the examination for the remaining Postgraduate Diploma module in the following year. This will count as the second attempt for that module.

7.6 (GR)

A student who is allowed to progress from the Postgraduate Diploma will be credited with the three or four diploma modules.

7.7

In the circumstances noted above, the Examiners may also recommend, at their discretion, that a student who transfers their registration from the Postgraduate Diploma to a related MSc or the MBA may hold the pass at the Postgraduate Diploma to their credit in the event that they do not subsequently satisfy the Examiners of the MSc or MBA. If the student should be successful at the MSc or MBA examination, the pass at the Postgraduate Diploma examination will no longer be valid and the MSc or MBA will be awarded. If the student should fail the MSc or MBA examination, they will be awarded the Postgraduate Diploma with effect from the year in which the Postgraduate Diploma examination was passed.

7.8

A student who accepts the award of the Postgraduate Diploma will not be permitted to re-register for the related MSc or the MBA at a later date. A student who has completed the Postgraduate Diploma and received an invitation to transfer, but does not make a decision on award or transfer within three months of sitting their final examination will automatically be awarded the Postgraduate Diploma at the end of that period. The award will be with effect from the year in which the Postgraduate Diploma examination was completed.

7.9 (GR)

Previous attempts at the examinations for the Postgraduate Diploma will count towards the number of attempts permitted at diploma level subjects of the related MSc or MBA degree.

Students registered for an MSc or the MBA degree

7.10

A student, on all programmes with the exception of MSc in Finance (Quantitative Finance), who wishes to write a **dissertation**, is required to complete the assignments for **FMM353 Research Methods** before proceeding to the **dissertation**.

7.11

A student may only register for one module per session. Modules are run in five sessions throughout the year, each comprising an eight-week study period. In exceptional circumstances and having shown sufficient progression in two modules, a student may apply for dispensation from the Programme Director to sit two modules in one session.

7.12

A student registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, may apply credit from one module to one other programme at Master's or Postgraduate Diploma level only, which must also be covered by these regulations.

Progression from an individual module

[See Glossary for definitions of related and unrelated awards.](#)

7.13 (GR)

Successful completion by formal assessment of an individual module or modules may be taken into account for admission to a related or unrelated certificate, diploma or degree. Credit for that individual module(s) may

also be considered provided that application is made within three years of the completion of the relevant module or modules. Neither admission nor credit is automatic.

7.14 (GR)

A student who does not successfully complete the formal assessment for an individual module will be permitted to proceed to a certificate, diploma or degree **provided** they satisfies the entrance requirements for that certificate, diploma or degree.

7.15 (GR)

All applications for progression from an individual module to a certificate, diploma or degree will be considered on an individual basis and permission to progress, and, where appropriate, to receive credit, will be at the discretion of the University.

8 Schemes of award

8.1

Modules are marked according to the following scales:

MSc degrees and the MBA		Postgraduate Diploma	
Mark range		Mark range	
70+	Distinction	50+	Pass
60-69	Merit	0-49	Fail
50-59	Pass		
0-49	Fail		

8.2

To calculate the mark for a module, the combined assignment grade is added to the written paper grade in the ratio 30:70. Any re-sit mark overrides the first mark attained.

8.3

In order to pass a module, a student must normally satisfy the Examiners in both elements of the assessment, and in the written paper examination for the module concerned.

8.4

In order to pass **any** module a student must achieve a grade of at least 50%.

8.5

For the award of:

- An MSc, a student must have attempted and normally have passed **eight** modules. At the discretion of the Board of Examiners and on meeting certain criteria a student who has passed in six modules may be awarded the degree;
- The MBA, a student must have attempted and normally have passed **six** modules. At the discretion of the Board of Examiners and on meeting certain criteria a student who has passed in four modules may be awarded the degree;
- A Postgraduate Diploma, a student must have attempted and normally have passed **four** modules. At the discretion of the Board of Examiners and on meeting certain criteria a student who has passed in three modules may be awarded the diploma.

8.6

To calculate the final grade all modules are weighted equally.

8.7

In order for MSc and MBA students to be considered for the award of:

- Merit - a student must obtain a mark of 50% or more in each module and an average mark of 60% across all modules.
- Distinction - a student must obtain a mark of 60% or more in each module; **and** obtain a mark of 70% or more in at least three modules.

The Postgraduate Diploma is awarded without classification.

See Annex B for information on how to achieve a particular mark.

9 Receiving the final Diploma and Diploma Supplement

Final Diploma and Diploma Supplement

9.1 (GR)

A student who is granted the Postgraduate Diploma, MSc or MBA will receive the following Graduation documents under the seal of the University:

- A final Diploma certificate. The date of the award will be 31 December
- A Diploma Supplement, which is a detailed record of a student's studies.

See Glossary for a further explanation of a diploma supplement.

Students should note that the delivery of Graduation documents may take 3-6 months.

Eligibility for an award

9.2 (GR)

To be eligible for an award of the University, a student must have:

- registered with the University as an International Programmes student for the relevant programme of study
- satisfied the requirements for the relevant award and complied with the regulations for the programme concerned in all respects
- made satisfactory payment to the University of all due fees and accounts.

The University reserves the right not to grant the award to a student who fails to satisfy any of these conditions.

10 Fees and refunds

Details of the fees payable will be given to students as they fall due. See also www.cefims.ac.uk

A fee is also normally payable to all examination centres other than London. The University is not responsible for this fee and cannot influence the level of fee charged.

Fees

10.1 (GR)

A student, registering for the MBA or Postgraduate Diploma in Banking, is required to pay the following fees, in full and in accordance with the University's deadlines:

- registration fee - payable in order to be registered with the University as an International Programmes student. This is valid for a period of five years.
- a module fee – payable for each module to be studied.

10.2

The fees for the MBA and Postgraduate Diploma in Banking may be paid in one of two ways:

either

- a single payment covering the registration fee and all module fees

or

- at the first enrolment, the initial registration fee plus the fee for one module. Subsequently fees are payable prior to each enrolment for a module.

10.3 (GR)

A student, registering for an MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance) and Public Policy and Management, Postgraduate Diplomas in Economic Policy, Financial Sector Management, Quantitative Finance, Policy Studies, Public Financial Management and Public Management and MSc degrees and Postgraduate Diplomas in Finance and Financial Law and International Management (China) is required to pay the following fees, in full and in accordance with the University's deadlines:

either

- a module fee – payable for each module studied. This fee includes entry to the first examination for that module

or

- A single one off fee – to cover the overall cost of either the MSc degree or Postgraduate Diploma.

10.4

The fees listed refer to the registration period **1 November 2011 to 31 October 2012** only

10.5 (GR)

The University reserves the right to change its published fees. The University also reserves the right to make additional charges. Fees are subject to annual revision.

10.6 (GR)

Fees must be paid in accordance with the University's procedures and deadlines, which are given on the CeFiMS website.

See www.cefims.ac.uk

10.7 (GR)

A student who is permitted to transfer from the Postgraduate Diploma in Banking to the MBA will not normally be required to pay a new registration fee but will need to pay the difference between the registration fees from the time of their registration on the Postgraduate Diploma and their transfer to the MBA. A student will also be required to pay any appropriate remaining module fees.

10.8 (GR)

A student who is permitted to transfer to an MSc degree from a related Postgraduate Diploma will be required to pay the appropriate remaining module fees.

10.9 (GR)

A student who is permitted to proceed from an individual module to the related MSc, MBA or Postgraduate Diploma will be required to pay the relevant registration fee, where appropriate, and the fee for the remaining modules.

10.10 (GR)

A student who is granted permission to transfer their registration to another programme of study shall be required to pay the relevant fees for the programme concerned. Any additional fee payable shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions set out below.

10.11 (GR)

A student who is permitted to cancel their registration and register afresh for another programme of study will be required to pay the relevant fees for that programme. Any refund of fees will be subject to the usual refund policy.

10.12 (GR)

A student who is permitted to renew their registration when the first period of registration expires will be required to pay a further full registration fee, where appropriate. If the programme of study is being phased out, the registration fee will be a proportion of the full registration fee, depending on the number of years remaining before the last examination for the programme concerned. In addition to the registration fee, all students will be required to pay, as applicable, the appropriate remaining module fees, under the Regulations in force at that time.

Refunds

10.13 (GR)

Students can request a cancellation of any service and a full refund of the corresponding fees paid to the University by sending a request in writing (by email, fax or post) that is received by the University within seven working days of the original request for the service.

10.14 (GR)

After the seven working day period described in 10.13, registration fees, where applicable, and module fees are not refundable except in the most exceptional circumstances. In these cases, module fees which have been paid may be refunded at the discretion of the University, provided that:

- no study materials have been despatched
- any required medical or other evidence is submitted.

10.15 (GR)

A student who registers for a programme for the first time may request a full refund of any fees paid for that programme for a period of up to 3 weeks after the publication of new Programme Specification and Regulations that will apply for the academic year in which the student initially registered to commence study.

10.16 (GR)

In the event that there is a maximum quota of students for admission to a programme, registration fees and module fees (if applicable) will be refunded in full if a student attempts to register and is unable to do so because the quota for that year is full.

11 Transfer of registration

This section applies both to transfer between different programmes and within the same programme, unless indicated otherwise.

Details of how to apply to transfer are available at www.cefims.ac.uk.

11.1 (GR)

Where permitted, all applications to transfer will be considered on an individual basis. Permission to transfer, any additional fees payable and any period of transferred registration granted will be at the discretion of the University. Any refund of fees shall be subject to the conditions in section 10.

11.2 (GR)

An application to transfer that is submitted after a student has entered for any examination will not be considered until after the result of that examination has been published. The result of that examination will then be taken into account by the University in instances when permission to transfer is dependent on the student's examination record.

11.3 (GR)

In certain circumstances, a student who transfers their registration may receive credit for modules already passed.

See also section 2.

11.4 (GR)

A student who receives credit from certain modules on the basis of subjects previously passed will not be permitted to re-enter the examination for those modules. The marks obtained at the examinations at which the subjects were passed will contribute towards the student's award as appropriate.

See section 8 for the scheme of award.

11.5 (GR)

A student who is not permitted to transfer to a particular programme but who wishes to join that programme must cancel their existing registration and apply to register afresh. The student must already satisfy the entrance requirements for the programme. A student who registers afresh in this way will not be permitted to carry credit for any subjects previously passed either to the programme concerned or, in the event of a subsequent transfer, to another programme. They will also not be permitted to carry any failed attempts at subjects from their previous registration.

11.6 (GR)

A student who has successfully completed the examinations for the Postgraduate Diploma and has not accepted that award, may apply to transfer their registration to the related MSc or MBA subject to the rules of progression that apply to these awards. A student who has accepted the award of the Postgraduate Diploma can **not** apply to transfer their registration.

Transfer from the Postgraduate Diploma to the related MSc or the MBA

11.7 (GR)

A student may progress from the Postgraduate Diploma to the related MSc or the MBA by transferring their registration.

Details are in section 7.

Transfer from the MSc or the MBA to the Postgraduate Diploma

11.8 (GR)

A student may transfer from the MSc or the MBA to the related Postgraduate Diploma by transferring their registration.

Transfer to other programmes at Level 7 of the FHEQ

See Glossary for definition of FHEQ.

11.9 (GR)

A student registered for a Postgraduate Diploma, an MSc or the MBA, under these regulations, may apply to transfer their registration to another programme of study at the same or similar level. The student will be required to satisfy the entrance requirements and any transfer regulations for the programme to which they wish to transfer. A student may be required to cancel their registration and register afresh.

11.10 (GR)

A student registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, may apply credit from one module to one other programme at Master's or Postgraduate Diploma level only, which must also be covered by these regulations.

Transfers to programmes at Levels 4, 5 and 6 of the FHEQ

See Glossary for definition of FHEQ.

11.11 (GR)

A student registered for a Postgraduate Diploma, an MSc or the MBA, under these regulations, is not permitted to transfer their registration to a programme at Levels 4, 5 and 6 of the FHEQ. A student will instead be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for the programme concerned.

Transfer of College based students

11.12

A student studying for a Postgraduate Diploma, an MSc or the MBA as a College based student of the University of London may apply to complete their studies for the same award as an International Programmes student and may be considered for credit and/or accreditation of prior learning for modules previously passed. All applications for credit and/or accreditation of prior learning will be considered on an individual basis and at the discretion of the University.

See section 2 for details on credits and exemptions.

12 Students with specific access requirements

12.1 (GR)

The University has an Inclusive Practice Policy for International Programmes students with specific access requirements.

Specific access requirements include students with a disability or learning difficulty, students who are currently in prison and students who have legally imposed travel restrictions. For a full definition, see the Inclusive Practice Policy, www.londoninternational.ac.uk

12.2 (GR)

As part of its policy for students with specific access requirements, the University will make every reasonable effort to accommodate the requirements of a student with a disability and/or special needs by, wherever possible, providing any study materials in a different format (e.g. large print) or another medium, and/or by making special examination arrangements. If the University is unable to provide the study materials in the format that has been requested, the University will endeavour to make an alternative suggestion.

Special examination arrangements

12.3 (GR)

The University has a panel which considers special examination arrangements for students with a disability and/or special needs. The aim of the panel is to make sure that a student who has special examination requirements is neither disadvantaged nor advantaged when compared to other students. The University cannot guarantee that special examination arrangements will be possible in every case.

Students requiring special examination arrangements are strongly advised to apply for such arrangements well in advance of the examination entry deadline. To apply for special examination arrangements, contact special.arrangements@london.ac.uk

12.4 (GR)

Applications for the use of special aids or for extra time in written paper examinations from students with a disability and/or special needs may be considered.

12.5 (GR)

Special arrangements for written paper examinations at an ad hoc examination centre may be made in very exceptional circumstances and then only in the United Kingdom. Arrangements cannot be made for oral or practical examinations to be held at an ad hoc centre, although (in exceptional cases) it may be possible to

permit the use of special aids. Arrangements for written paper examinations to take place in a student's home cannot be made. Additional fees may be payable for arrangements at an ad hoc examination centre.

An ad hoc examination centre is an examination centre which is not listed as a formally approved centre. An ad hoc examination centre can be arranged in certain circumstances, subject to the University's approval of a student's request.

13 Complaints, suspension and termination of registration

Complaints

More details on www.londoninternational.ac.uk

13.1 (GR)

If a student has a complaint against the University they should follow the Procedure for University of London International Programmes Student Complaints.

Suspension and termination of registration by the University

13.2 (GR)

If a student fails to pay the appropriate fees or breaches any relevant disciplinary or conduct code, the University reserves the right to apply the *Code of Student Discipline* and *Suspension and Termination of Registration of Students in Debt* process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

Summary of provision for individual modules

Brief summary of provision for individual modules

See glossary for an explanation of terms.

Individual modules of the MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance), Public Policy and Management (registered with effect from 1 Jan 2009 or later), Postgraduate Diplomas in Economic Policy, Financial Sector Management, Quantitative Finance, Policy Studies, Public Financial Management, Public Management, MSc degrees and Postgraduate Diplomas in Finance and Financial Law, International Management (China), MBA and Postgraduate Diploma in Banking are offered as credit bearing stand-alone modules. Each module accommodates approximately no less than 120 notional study hours and a student may take up to three individual modules without registering for an award within the programmes listed above.

See Detailed Regulations for the provision of individual modules.

A student may choose whether or not to be formally assessed in the individual module for which they are registered. For a student who chooses to be assessed, each module taken on a stand-alone basis will be assessed by one three hour unseen written paper examination and by the submission of assignments.

Level of individual modules

The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

All individual modules available to be taken as a stand-alone module are placed at the following Levels of the Framework for Higher Education Qualifications (FHEQ):

Level 7

Relevant QAA subject benchmarks group(s)

See the QAA website for information.

Not applicable

Awarding body

Individual modules do not automatically lead to a University of London award

University of London

Registering body

www.londoninternational.ac.uk

University of London International Academy.

Lead College

See Glossary for an explanation.

School of Oriental and African Studies (SOAS)

Centre for Financial and Management Studies (CeFiMS)

Language of study and assessment

English

Mode of study

Find further details about student support at www.cefims.ac.uk.

Distance Learning enhanced by the CeFiMS Online Study Centre.

Entrance requirements

For details of the application process and English language requirements refer to www.cefims.ac.uk
Students with specific access requirements should refer to Section 10 of the Detailed regulations for the provision of individual modules.

An applicant must satisfy the relevant entrance requirements given in this Section. In order to be considered for registration for individual modules, applicants must also submit an application that is in accordance with the procedures and deadlines set out on the CeFiMS website.

To be registered for an individual module in **Finance (Economic Policy)**, **Finance (Financial Sector Management)**, **Finance (Quantitative Finance)** or **Finance and Financial Law**, an applicant must have:

- A Bachelor's degree in finance, economics or other appropriate discipline, from a UK university or other institution acceptable to the University, or an equivalent international qualification (qualifications in other subjects will be assessed on their merits)

Or

- Previous education and experience without a UK Bachelor's degree, or international equivalent, that satisfies the University as a qualification on the same level as a UK Bachelor's degree approved under the point above for this purpose and has included suitable preliminary training.

To be registered for an individual module in **International Management (China) or Public Policy and Management** an applicant must have:

- A Bachelor's degree in a social science discipline, or other appropriate discipline, from a UK university or other institution acceptable to the University, or an equivalent international qualification (qualifications in other subjects will be assessed on their merits)

Or

- Previous education and experience without a UK Bachelor's degree, or international equivalent, that satisfies the University as a qualification on the same level as a UK Bachelor's degree approved under the point above for this purpose and has included suitable preliminary training.

To be registered for an individual module in **Banking**, an applicant must have:

- A recognised professional qualification (accounting, banking, CFA, or related professional qualifications)

Or

- A Bachelor's degree in economics, business administration, accounting or a related discipline, from a UK university or other institution acceptable to the University, or an equivalent international qualification

And

- Three years relevant work experience.

English language proficiency

For all applicants a high level of English language ability in reading, writing and study skills is required. This is equivalent to a score of 7.0 overall in the IELTS test, or 7 in both reading and writing. For the TOEFL paper-based test, you will need a score of 600+, with at least 5.0 in the Test of Written English; and in the TOEFL internet-based test, you will need a score of 100+, with 25+ the written English test. Applicants may be asked to provide evidence of language ability as tested by the British Council, GMAT or another registered body

Internet access

All students are required to have regular internet access, allowing them to access the following resources:

- The student portal
- Programme resources on the Online Study Centre
- Programme resources on the University of London International Programmes website
- The Programme Specification and Regulations for their programme of study
- The University Regulations and the University of London International Programmes Student Charter

Progression and credit

[Refer to Section 6 of the Detailed regulations for the provision of individual modules](#)

A student who successfully completes the assessment for one or more of the individual modules available as stand-alone modules may be considered for progression to a related Postgraduate Diploma, MSc or MBA degree. Credit for that individual module may also be considered provided that application is made within three years of the completion of the relevant module or modules. Neither progression nor credit is automatic.

Credit value of modules

Where credits are assigned to each module of a programme, credit indicates the amount of learning undertaken, and a specified credit level indicates the relative depth of learning involved.

The credit value indicates the amount of learning in terms of notional study hours, and the level of learning in terms of depth, complexity and intellectual demand.

For students registered for an individual module related to the MSc, MBA or Postgraduate Diplomas credit has not been assigned to each module. However each module accommodates approximately no less than 120 notional study hours.

Detailed regulations for the provision of individual modules

1 Individual modules available for study on a stand-alone basis

Annex A gives module outlines.

1.1

FMM300	Public Policy and Management: Perspectives and Issues
FMM301	Public Financial Management: Planning and Performance
FMM302	Human Resource Management and Development
FMM303	Management Information and Information Systems
FMM304	Decentralisation and Local Governance
FMM305	Public Financial Management: Revenue
FMM306	Managing Organisational Change
FMM307	Project Appraisal and Impact Analysis
FMM310	Public Financial Management: Reporting and Audit
FMM311	Privatisation and Public–Private Partnerships
FMM312	Public Policy and Strategy
FMM313	The International Monetary Fund and Economic Policy
FMM319	Quantitative Methods for Financial Management [the final examination will be held in 2013]
FMM321	Corporate Finance
FMM322	Bank Financial Management
FMM323	Risk Management: Principles and Applications
FMM325	Macroeconomic Policy and Financial Markets
FMM326	Banking and Capital Markets
FMM329	International Finance
FMM330	Econometric Principles and Data Analysis
FMM332	Econometric Analysis and Applications
FMM333	Derivatives
FMM338	Introduction to Law and to Finance
FMM339	Legal Aspects of Corporate Finance
FMM340	Financial Law
FMM341	Legal Aspects of International Finance
FMM342	Finance in the Global Market
FMM343	Regulation of International Capital Markets
FMM344	Corporate Governance
FMM345	Law and Regulation of Electronic Finance and Internet Banking
FMM347	Cross-Cultural Management
FMM348	International Management
FMM349	Management in China: Domestic Development
FMM350	Management in China: International Perspectives
FMM351	Topics in the Chinese Economy
FMM352	International Human Resource Management
FMM353	Research Methods
FMM356	Bank Regulation and Resolution of Banking Crises
FMM357	Microeconomic Principles and Policy
FMM358	Modelling Firms and Markets
FMM359	Financial Econometrics
FMM360	Public Policy and Management: Development Assistance

1.2

All credit bearing modules will accommodate no less than 50 notional study hours. Refer to Glossary for definition.

All modules accommodate approximately no less than 120 notional study hours.

1.3

A student may take up to three credit bearing modules on a stand-alone basis without being registered for a degree or postgraduate diploma.

1.4 (GR)

A student may apply to take any module available in the current year unless they have already been awarded a related degree/diploma, in which case they may not normally offer a module which is the same as, or equivalent to, a module previously taken.

1.5 (GR)

Availability of modules may vary from year to year.

1.6

A student who successfully completes the assessment for one or more of the individual modules available as stand-alone modules may be considered for progression to the related Postgraduate Diploma, MSc or MBA degree. Credit for that individual module may also be considered provided that application is made within three years of the completion of the relevant module or modules. Neither progression nor credit is automatic.

2 Registration

Period of registration

2.1

The maximum and minimum periods of registration will be:

	Minimum	Maximum
Credit bearing individual modules	One year	Two years

2.2 (GR)

A student who is permitted to proceed from a credit bearing individual module to a Postgraduate Diploma, MSc or MBA degree will be given a new period of registration as an International Programmes student, effective from the date of registration for the diploma or degree. The maximum period of registration permitted will be the same as for all other students registered for the same award.

2.3 (GR)

A student who has not completed all the requirements of the individual module within the maximum period of registration may apply to extend their registration for one further year.

Procedures for extension of registration can be found on www.cefims.ac.uk .

2.4 (GR)

Extension of registration is at the discretion of the University, which will take into account the progress made by the student during registration. If the student's application is approved, the registration will be subject to the Regulations that apply at the time of renewal. A fee may be payable.

Cancellation of registration

2.5 (GR)

A student may cancel their registration at any time. Fees will not be refunded except in exceptional circumstances.

Section 9 gives refund information.

Registration of former students of the University

2.6 (GR)

In addition to satisfying the entrance requirements given in the Summary of provision for individual modules, an applicant who was previously either registered as an International Programmes Student or enrolled at a College of the University of London must have paid the University or College all due fees and accounts. An

applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, for an individual module.

2.7 (GR)

An applicant who has previously received a University of London award, or whose registration with the University was terminated because they had exhausted the permitted number of attempts at an examination, may apply to register again as an International Programmes Student for a programme of study in a different subject or field of study.

2.8 (GR)

An applicant who has previously received a University of London award or whose registration with the University was terminated because they had exhausted the permitted number of attempts at an examination, may apply to register again for a programme of study in the same subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be granted at the discretion of the University and will be subject to any further conditions specified, either in this Programme Specification and Regulations document, or by the University.

3 Assessment

3.1 (GR)

An examination is governed by the regulations in force at the time of the examination and not at the time that a student was initially registered or first attempted the examination concerned, except where the conditions for changing regulations with notice apply.

[See the Introduction for information on changing regulations.](#)

3.2 (GR)

A student may choose whether or not to be formally assessed in the individual modules for which they are registered. Students who choose to be formally assessed will be examined to the same standard as that required by students registered for the related degree, diploma or certificate.

3.3 (GR)

Credit bearing individual modules will be assessed using the forms of assessment associated with the appropriate level of study.

3.4 (GR)

A student sitting an examination must comply with the rules given in the Notice to Candidates, which accompanies the Admission Notice in addition to those given in this Section and in Sections **4 and 5**.

3.5 (GR)

All examinations will be based on the module outlines that are current for the year of the examination concerned. A student must ensure that they have studied the correct module outlines.

3.6

In the event of a significant change to the content or assessment of a module, or because the module has been withdrawn, a student will be given a notice period of two years in which to complete the assessment for the module concerned, which will be based on the module outline in use at the time of their registration.

[See the Introduction for information on changing regulations.](#)

3.7

Each module studied on a stand-alone basis will be assessed by one three-hour unseen written paper examination and by the submission of two assignments, of 2500 words each, which will take the form of written work prepared in response to a task or tasks specified by the Programme Director.

3.8

A student cannot sit the written paper examination for a module unless they have completed all the compulsory assignments for that module. A student who sits a written paper for a module for which they have an incomplete assignment record will be judged not to have completed the examination and will receive no mark for their performance in the written paper.

3.9

The grade awarded on each individual module will be based on the mark obtained in the written paper examination and on the combined mark for the assignments on the module. The examination mark and the combined mark of the assignments will be weighted on the scale **70:30**.

See the Glossary for the definition of 'examination' and 'written paper examination'.

3.10 (GR)

Where necessary, Examiners may change the format or rubric of a written paper examination, from that of the previous year, without giving prior notice to students.

3.11 (GR)

Examinations by written paper are held at established examination centres worldwide. In countries where there is an established examination centre, a student must use the facilities provided by that centre. The University will not establish an alternative centre in those countries.

See the website for the list of examination centres: www.londoninternational.ac.uk/exams

3.12 (GR)

All examinations are held at the discretion of the examination centre and are subject to any conditions they may impose.

3.13

Notwithstanding the provisions of section 5 of these Detailed Regulations for the provision of individual modules, any assignment that forms part of the formal assessment of a module and is deemed by the University to be plagiarised will be given a mark of 0 (zero) and the student will be formally reprimanded. Repeated offences of plagiarism will attract greater penalties: the University may determine that there should be no mark for any of the modules taken in the year concerned; or that the student be excluded from any or all future examinations of the University.

Date of examinations

3.14

Written paper examinations take place from September to October each year.

3.15 (GR)

At any examination session, all students will be examined by the same written paper examination, on the same date, at the same time, except where there are unavoidable delays in the arrangement. However, the University reserves the right to set different papers in the same subject in separate countries and in different time zones.

3.16 (GR)

Where delays are unavoidable in countries other than the United Kingdom, the examination centre will arrange for the relevant examinations to be taken with as little deviation as possible from the original dates and times assigned to them. A student must abide by these revised arrangements. The University reserves the right not to mark an examination taken at a different time from that prescribed.

Submission of assignments

3.17

Completed assignments must be submitted via the Online Study Centre no later than the submission dates given on the module timetables.

3.18

An assignment may be submitted late only with the approval of the Programme Director who, in giving permission, will specify the additional period allowed. Assignments which are submitted late without such permission will be subject to penalties and may be returned unmarked. This could affect a student's eligibility to sit examinations.

3.19

With each assignment a student must accept the no plagiarism declaration via the online submission procedure to confirm that the completed assignment is all the student's own work and that there has been no plagiarism.

3.20

It is the responsibility of the student to retain a copy of their assignment in the event of any electronic difficulties in its submission to, or return from, the University.

Sitting examinations

For the full examination entry procedure refer to www.londoninternational.ac.uk

3.21 (GR)

A student who wishes to sit an examination in any given year must:

- have registered with the University as an International Programmes Student for the individual modules concerned **and**
- have entered for the examination in accordance with the instructions and deadlines of the University and the appropriate examination centre.

3.22 (GR)

A student is required to apply to the relevant examination centre for permission to sit the examination. The University cannot accept responsibility for making examination arrangements on behalf of a student. It is entirely at the examination centre's discretion to accept or refuse an entry to an examination.

3.23 (GR)

A fee is normally charged by all examination centres except for London. This fee is payable by a student each time they make an examination entry. The University is not responsible for this fee and cannot influence the level of fee charged.

3.24 (GR)

A student must write the answers to all examinations in English.

3.25 (GR)

The University reserves the right to require a student sitting a written paper examination to remain in the examination room or its precincts for the duration of the relevant examination.

3.26 (GR)

All examination scripts are the property of the University and will not be returned to students. All question papers will be retained by the University.

3.27 (GR)

A student who finds handwriting difficult due to medical or learning difficulties must apply to the University for special arrangements to be made. The University will not transcribe illegible scripts. Any script deemed illegible by the Board of Examiners will be assigned a mark of zero and a fail result will be given. This will count as an examination attempt.

In order to apply for special examination arrangements, contact special.arrangements@london.ac.uk

See also section 12.

Materials and aids permitted within the examination room

3.28 (GR)

Examinations must be completed without aids, unless indicated otherwise in the individual examination paper. A definitive list of materials permitted in the examination room will also be sent to students who have entered an examination with the Admission Notice/timetable.

3.29 (GR)

Without exception, electronic devices with communication capability are forbidden in the examinations. This includes personal digital assistants (PDAs) and mobile phones.

3.30 (GR)

The use of calculators in the examination is strictly controlled. Calculators may only be used in examinations where indicated in the Notice for candidates.

3.31 (GR)

Calculators will **not** be provided by the University. A student is responsible for providing their own calculator and for ensuring that it is in working order for the examination. A student must ensure that they have an alternative means of calculation in case their calculator fails during the examination (i.e. a second calculator which must also comply with the specification below) or must be prepared to continue the examination without a calculator. Borrowing another student's calculator during the examination is not permitted. If a student uses an electronic calculator in an examination, they must indicate on their examination script the name and type of machine used.

3.32 (GR)

Where calculators are permitted, the specifications listed below will apply, unless otherwise indicated in the module description and on the Notice for candidates for the module concerned.

Calculators must:

- be hand held, compact and portable
- be quiet in operation
- have no external wires
- be non-programmable
- not be capable of receiving, storing or displaying user supplied non-numerical data

The use of a calculator that communicates or displays textual messages, graphical or algebraic information is strictly forbidden.

3.33 (GR)

If a student uses a calculator that does not comply with the above specification, they will be considered to have made an assessment offence and will be subject by the rules governing such offences.

[See Section 5 for assessment offences and penalties.](#)

3.34(GR)

It is an examination offence to take into, or use in, the examination room any unauthorised materials or aids. A student must not take into the examination room, or consult during the examination, any books, notes, instruments or other materials or aids that are not permitted. All such materials or aids must be given to the Invigilator before the examination starts. A student who takes any unauthorised materials or aids into the examination room must hand them to the Invigilator when requested to do so.

Illness during examinations

3.35 (GR)

A student who thinks that illness or other circumstances may have affected their performance in an examination must immediately inform the Student Assessment Office ensuring that notification is received within three weeks of their last examination. A supporting medical certificate or other certification obtained at the time of illness must be provided at the same time. Notification received more than three weeks after the date of the last examination will not be taken into account.

Contact details for the Student Assessment Office can be found at www.londoninternational.ac.uk/contactus.

Administrative re-check of marks

See www.londoninternational.ac.uk/exams.

Students can request an administrative re-check of marks online or contact uolia.rechecks@london.ac.uk

3.36 (GR)

A student may apply to the University for their results to be re-checked if they think a mark received is due to an administrative error.

3.37 (GR)

A student who wishes to apply for an administrative re-check of marks must do so by specific deadlines and by following the procedure set out on the University of London International Programmes website.

A request for an administrative re-check of marks received after the given deadlines cannot be processed.

3.38 (GR)

A student who wishes to apply for an administrative re-check of marks must pay an administrative fee which is refundable in the event that an error is found.

3.39 (GR)

The University will not consider appeals against examination results that are made on academic grounds.

For information on the procedure for representations concerning the decisions of the Boards of Examiners, refer to the University of London Regulations, www.london.ac.uk

4 Number of attempts permitted at an examination

4.1 (GR)

A student who fails to satisfy the Examiners in an examination, and who has yet to satisfy the conditions to be considered for the respective award, may be permitted or required to make one further attempt at that examination.

4.2

The maximum number of attempts permitted at any examination is **two**.

4.3

A student will not be permitted to resubmit assignments and the mark obtained on the first occasion will be carried forward to the second attempt.

4.4 (GR)

A student who enters an examination hall to attempt a written paper examination will be considered to have made an examination attempt. Absence from an examination will not count as an attempt.

4.5 (GR)

A student who receives a result of 'Pass' or 'Fail' in any examination will be considered to have made an attempt.

4.6 (GR)

A student may not make a second attempt at any examination already passed.

4.7 (GR)

The mark or grade awarded for a second attempt at an examination will supersede mark or grade previously awarded for that examination.

4.8

If, on the second attempt at the examination for any module, a student receives the result 'Fail', their registration for the individual module will cease unless the Examiners recommend otherwise in exceptional circumstances.

5 Assessment offences and penalties

5.1 (GR)

It is an examination offence for a student to take into, or use in, the examination room any unauthorised materials, aids, instruments or equipment which may be used to their advantage. A student must not take into the examination room, or consult during the examination, any books, notes, instruments or other materials or aids that are not permitted. This includes the use of unauthorised programmable calculators or the use of permitted materials that have been personally annotated such as statutes. All such materials or aids must be deposited with the Invigilator before the examination starts. A student who takes any unauthorised materials, aids, instruments or equipment into the examination room must surrender them to the Invigilator on request. Failure to comply with a reasonable request from an Invigilator constitutes an examination offence.

[For further rules on materials and aids permitted in the examination, see section 4.](#)
[For fuller details on assessment offences and how to avoid them see the student handbook.](#)

5.2 (GR)

A student must not pass any information between themselves and another student during an examination of a written paper. This includes written, verbal and gestural communication. A student may not act in collusion with another student or any other person, nor copy from another student, their books, notes, instruments, computer files, other materials or aids, nor engage in any similar activity. Any of these activities constitutes an examination offence.

5.3 (GR)

It is an examination offence to remove stationery or other materials from the examination hall that have been supplied by the University or examination centre for examination purposes.

5.4 (GR)

Plagiarism is the copying and use of someone else's work, whether intentionally or unintentionally, as if it were the student's own. Another person's work includes any source that is published or unpublished including words, images, diagrams, formulae, audio recordings, computer code, ideas and judgements, discoveries and results. Plagiarism is an examination offence.

5.5 (GR)

All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate their own ideas and judgements.

5.6 (GR)

Software may be used, at the discretion of the University, to assist with the detection of plagiarism in individual elements or the whole part of a student's assessment (for example assignments, projects, reports or dissertations).

5.7 (GR)

Direct quotations from the published or unpublished work of another person must always be clearly identified as such and a full reference to the source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism in the same way as an unacknowledged quotation from a single source. Equally, if another person's ideas or judgements are summarised, students must refer to that person in the text and give details of the work to which reference is made.

5.8 (GR)

It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in section 3 of this document.

5.9 (GR)

Assignments, essays, projects, reports, dissertations and other similar work must therefore be the student's own work and must be written without the assistance of other people, except where expressly permitted in section 3 of this the Detailed Regulations for the provision of individual modules. A student will be required to submit a signed declaration for all such work submitted, stating that they understand what is meant by plagiarism, and confirming that the work submitted is entirely their own and that the use of published or unpublished works of other people has been acknowledged in accordance with the University's requirements.

5.10 (GR)

It is the responsibility of the student to safeguard their assignments, essays, projects, reports, dissertations and other similar work and to prevent them from being copied by other students.

5.11 (GR)

The examination offences listed above will be treated as cheating or irregularities of a similar character under the provisions of the Procedures for the Consideration of Allegations of Examination Offence of the University's Regulations (Regulation 1 Annex 6 and, as appropriate, Annex 7). Under these Regulations, students found to have committed an offence may have the results of their examinations withheld and may be excluded from all future examinations of the University.

For the University's Regulations, see www.london.ac.uk

6 Progression from individual modules

See Glossary for definitions of related and unrelated awards.

6.1 (GR)

Successful completion by formal assessment of an individual module or modules, up to a maximum of three, may be taken into account for progression to a related Postgraduate Diploma, MSc or MBA degree or to an unrelated certificate, diploma or degree. Credit for that module(s) may also be considered provided that application is made within three years of the completion of the relevant module or modules. Neither progression nor credit is automatic.

6.2 (GR)

All applications for progression from a module taken on a stand-alone basis to a certificate, diploma or degree will be considered on an individual basis and permission to progress, and, where appropriate, to receive credit, will be at the discretion of the University.

6.3 GR)

A student who does not successfully complete the formal assessment for an individual module will be permitted to proceed to a certificate, diploma or degree **provided** they satisfy the entrance requirements for that certificate, diploma or degree. Such students may be required to cancel their existing registration and submit a fresh application for registration and comply with the Programme Regulations for the certificate, diploma or degree.

6.4 (GR)

The mark achieved for an individual module may contribute to a related Postgraduate Diploma, MSc or MBA degree.

Please refer to Section 8 of the Detailed Regulations

7 Marks

7.1

The pass mark for an individual module is 50.

See Annex B for information on how to achieve a particular mark.

7.2 (GR)

A mark or grade awarded for an individual module will not replace any mark or grade for a degree or diploma already awarded.

8 Receiving the Certificate of Registration and Certificate of Achievement

8.1 (GR)

All students registered with the University as an International Programmes Student for individual modules will receive a *certificate of registration*, upon request, provided that:

- they have complied with the Regulations in all respects **and**
- have made satisfactory payment to the University of all due fees.

8.2 (GR)

A *certificate of achievement* will be presented to students who have satisfactorily completed the assessment of an individual module for which they are registered, provided that:

- they have also successfully completed any study requirements for the module concerned **and**
- have complied with the Regulations in all respect **and**
- have made satisfactory payment to the University of all due fees.

8.3 (GR)

The University reserves the right not to present a certificate to a student who fails to satisfy any of the conditions described in paragraphs 8.1 and 8.2.

9 Fees and refunds

Details of the fees payable will be given to students as they fall due. See also www.cefims.ac.uk

A fee is also normally payable to all examination centres other than London. The University is not responsible for this fee and cannot influence the level of fee charged.

Fees

9.1 (GR)

A student is required to pay the following fees for the individual module in full and in accordance with the University's deadlines:

- module fee – payable for **each** individual module to be studied.

9.2

The fees listed refer to the registration period **1 November 2011 to 31 October 2012** only

9.3 (GR)

The University reserves the right to change its published fees. The University also reserves the right to make additional charges. Fees are subject to annual revision.

9.4 (GR)

Fees must be paid in accordance with the University's procedures and deadlines.

See www.cefims.ac.uk

9.5 (GR)

A student who is permitted to proceed from an individual module to the related Postgraduate Diploma, MSc or MBA degree will be required to pay:

- the relevant registration fee, where appropriate, and
- the fee for the remaining modules.

Refunds

9.6 (GR)

Students can request a cancellation of any service and a full refund of the corresponding fees paid to the University by sending a request in writing (by email, fax or post) that is received by the University within 7 working days of the original request for the service.

9.7 (GR)

After the 7 working day period described in 9.7, module fees are not refundable except in the most exceptional circumstances. In these cases, module fees may be refunded at the discretion of the University, provided that:

- no study materials have been despatched.
- any required medical or other evidence is submitted.

9.8 (GR)

In the event that a decision is taken by the University to withdraw a programme, any applicant who has not yet accepted an offer will be given a full refund of all fees within 30 days of their request for a refund. All registered students will be permitted to complete the programme according to the regulations on the notice period that apply for withdrawal of all University of London International Programmes.

9.9 (GR)

A student who registers for a programme for the first time may request a full refund of any fees paid for that programme for a period of up to 3 weeks after the publication of new Programme Specification and Regulations that will apply for the academic year in which the student initially registered to commence study.

9.10 (GR)

In the event that there is a maximum quota of students for admission to a programme, registration fees and module fees (if applicable) will be refunded in full if a student attempts to register and is unable to do so because the quota for that year is full.

10 Students with specific access requirements

10.1 (GR)

The University has an Inclusive Practice Policy for International Programmes students with specific access requirements.

Specific access requirements include students with a disability or learning difficulty, students who are currently in prison and students who have legally imposed travel restrictions. For a full definition, see the Inclusive Practice Policy, www.londoninternational.ac.uk

10.2 (GR)

As part of its policy for students with specific access requirements, the University will make every reasonable effort to accommodate the requirements of a student with a disability and/or special needs by, wherever possible, providing any study materials in a different format (e.g. large print) or another medium, and/or by making special examination arrangements. If the University is unable to provide the study materials in the format that has been requested, the University will endeavour to make an alternative suggestion.

Special examination arrangements

10.3 (GR)

The University has a panel which considers special examination arrangements for students with a disability and/or special needs. The aim of the panel is to make sure that a student who has a special examination requirement is neither disadvantaged nor advantaged when compared to other students. The University cannot guarantee that special examination arrangements will be possible in every case.

[Students](#) requiring special examination arrangements are strongly advised to apply for such arrangements well in advance of the examination entry deadline. To apply for special examination arrangements, contact special.arrangements@london.ac.uk

10.4 (GR)

Applications for the use of special aids or for extra time in written paper examinations from students with a disability and/or special needs may be considered.

10.5 (GR)

Special arrangements for written paper examinations at an ad hoc examination centre may be made in very exceptional circumstances and then only in the United Kingdom. Arrangements cannot be made for oral or practical examinations to be held at an ad hoc centre, although (in exceptional cases) it may be possible to permit the use of special aids. Arrangements for written paper examinations to take place in a student's home cannot be made. Additional fees may be payable for arrangements at an ad hoc centre.

An ad hoc examination centre is an examination centre which is not listed as a formally approved centre. An ad hoc examination centre can be arranged in certain circumstances, subject to the University's approval of a student's request.

11 Complaints, suspension and termination of registration

Complaints

For more details go to www.londoninternational.ac.uk.

11.1 (GR)

If a student has a complaint against the University they should follow the Procedure for University of London International Programmes Student Complaints.

Suspension and termination of registration by the University

11.2 (GR)

If a student fails to pay the appropriate fees or breaches any relevant disciplinary or conduct code, the University reserves the right to apply the *Code of Student Discipline* and *Suspension and Termination of Registration of Students in Debt* process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

Annex A - Module Structures and Module Outlines

Note: Students should note that the course code is given next to the course title in Annex A of the Programme Specification and Detailed Regulations. Course codes are new from the 2011-12 academic year and replace any previous examination numbers. This change does not impact on the syllabus or content of the course. An overview of how old examination numbers are mapped to new course codes can be found on the University of London International Programmes website: www.londoninternational.ac.uk/new_codes

Module outlines are subject to occasional review and specifications detailing the full aims and learning objectives for each of the following modules should be referred to separately. They can be found on-line at www.cefims.ac.uk/cgi-bin/programmes

Postgraduate Diploma in Finance and Financial Law

This Diploma is ideal for those who already have some experience in either law or finance. The ability to weight the choice of courses towards law or finance will mean that students can tailor their learning according to their needs, interests and pre-existing expertise.

One compulsory core module:

FMM338 Introduction to Law and to Finance [C338]

+

Three elective modules chosen from:

FMM321 Corporate Finance [C321]

FMM340 Financial Law [C340]

FMM323 Risk Management: Principles and Applications [C323]

FMM341 Legal Aspects of International Finance [C341]

MSc in Finance and Financial Law

The rapid and wide-ranging changes occurring in financial markets around the world and in the legal and regulatory environment in which they operate has created a demand for people with expertise in both finance and financial law. This MSc takes an integrated approach to these two aspects by including risk management, regulation, mergers and acquisitions, initial public offerings, formation of companies and the bank-client relation, bond issues, and loans. It relates to both national and international finance and will introduce you to how financial and legal principles are applied in practice as well as in theory.

Five compulsory core modules:

FMM321 Corporate Finance [C321]

FMM323 Risk Management: Principles and Applications [C323]

FMM338 Introduction to Law and to Finance [C338]

FMM340 Financial Law [C340]

FMM341 Legal Aspects of International Finance [C341]

+

Three elective modules chosen from:

FMM322 Bank Financial Management [C322]

FMM326 Banking and Capital Markets [C326]

FMM339	Legal Aspects of Corporate Finance [C339]
FMM342	Finance in the Global Market [C342]
FMM343	Regulation of International Capital Markets [C243]
FMM344	Corporate Governance [C344]
FMM345	Law and Regulation of Electronic Finance and Internet Banking [C345]
FMM353	Research Methods [C353]
FMM354	Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)

Postgraduate Diploma in Economic Policy

The Postgraduate Diploma in Economic Policy is designed principally for postgraduates working on economic policy in government, central banks, other public organisations, international institutions and consultancy. It enables you to deepen your understanding of the principles, applications, and context underlying economic policy with a focus on policy's financial aspects.

The programme can also provide a suitable route towards entering the MSc Finance (major: Economic Policy)

Four modules chosen from:

FMM325	Macroeconomic Policy and Financial Markets [C325]
FMM329	International Finance [C329]
FMM313	The International Monetary Fund and Economic Policy [C313]
FMM357	Microeconomic Principles and Policy [C357]
FMM301	Public Financial Management: Planning and Performance [C301]
FMM305	Public Financial Management: Revenue [C305]

MSc in Finance (Economic Policy)

The MSc Finance (major: Economic Policy) is designed principally for postgraduates working on economic policy in government, central banks, other public organisations, international institutions and consultancy. It enables you to deepen your understanding of the principles, applications, and context underlying economic policy with a focus on policy's financial aspects.

Five core modules chosen from:

FMM325	Macroeconomic Policy and Financial Markets [C325]
FMM329	International Finance [C329]
FMM313	The International Monetary Fund and Economic Policy [C313]
FMM357	Microeconomic Principles and Policy [C357]
FMM301	Public Financial Management: Planning and Performance [C301]
FMM305	Public Financial Management: Revenue [C305]

+

Three elective modules chosen from:

FMM307	Project Appraisal and Impact Analysis [C307]
FMM342	Finance in the Global Market [C342]
FMM356	Bank Regulation and Resolution of Banking Crises [C356]
FMM326	Banking and Capital Markets [C326]
FMM319	Quantitative Methods for Financial Management [C319] (final exam will be held in 2013)

FMM323	Risk Management: Principles and Applications [C323]
FMM330	Econometric Principles and Data Analysis [C330]
FMM332	Econometric Analysis and Applications [C332]
FMM359	Financial Econometrics [C359]
FMM333	Derivatives [C333]
FMM321	Corporate Finance [C321]
FMM322	Bank Financial Management [C322]
FMM344	Corporate Governance [C344]
FMM358	Modelling Firms and Markets [C358]
FMM353	Research Methods [C353]
FMM354	Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)

and

any untaken core modules.

Postgraduate Diploma in Financial Sector Management

The Postgraduate Diploma in Financial Sector Management is designed to give a strong foundation for a career in banks or other financial institutions. It enables you to deepen your understanding of the principles, applications, and context underlying decision making in financial sector management.

The programme can also provide a suitable route towards entering the MSc Finance (major: Financial Sector Management).

Four modules chosen from:

FMM319	Quantitative Methods for Financial Management [C319] (Final exam will be held in 2013)
FMM321	Corporate Finance [C321]
FMM344	Corporate Governance [C344]
FMM326	Banking and Capital Markets [C326]
FMM342	Finance in the Global Market [C342]
FMM356	Bank Regulation and Resolution of Banking Crises [C356]
FMM322	Bank Financial Management [C322]

MSc in Finance (Financial Sector Management)

The MSc Finance (major: Financial Sector Management) is designed to advance a career in management within banks and other financial firms. It enables you to deepen your understanding of the principles, applications, and context underlying decision-making in financial sector management.

Five core modules chosen from:

FMM319	Quantitative Methods for Financial Management [C319] (Final exam will be held in 2013)
FMM321	Corporate Finance [C321]
FMM344	Corporate Governance [C344]
FMM326	Banking and Capital Markets [C326]
FMM342	Finance in the Global Market [C342]
FMM356	Bank Regulation and Resolution of Banking Crises [C356]
FMM322	Bank Financial Management [C322]

+

Three elective modules chosen from:

FMM323	Risk Management: Principles and Applications [C323]
FMM330	Econometric Principles and Data Analysis [C330]
FMM332	Econometric Analysis and Applications [C332]
FMM359	Financial Econometrics [C359]
FMM333	Derivatives [C333]
FMM325	Macroeconomic Policy and Financial Markets [C325]
FMM329	International Finance [C329]
FMM313	The International Monetary Fund and Economic Policy [C313]
FMM358	Modelling Firms and Markets [C358]
FMM357	Microeconomic Principles and Policy [C357]
FMM301	Public Financial Management: Planning and Performance [C301]
FMM305	Public Financial Management: Revenue [C305]
FMM307	Project Appraisal and Impact Analysis [C307]
FMM353	Research Methods [C353]
FMM354	Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)

and

any untaken core modules.

Postgraduate Diploma in Quantitative Finance

The Postgraduate Diploma in Quantitative Finance is designed principally for postgraduates whose work in banks and other financial institutions requires knowledge of statistical (particularly econometric) and quantitative approaches to risk and derivatives.

The programme can also provide a suitable route towards entering the MSc Finance (major: Quantitative Finance). Graduates with strong previous quantitative training (such as engineers) and graduates with lower levels of previous training can both benefit from the programme by choosing appropriate courses. (The programme's Academic Director will advise on your course choices).

Four modules chosen from:

FMM330	Econometric Principles and Data Analysis [C330]
FMM332	Econometric Analysis and Applications [C332]
FMM359	Financial Econometrics [C359]
FMM323	Risk Management: Principles and Applications [C323]
FMM333	Derivatives [C333]
FMM358	Modelling Firms and Markets [C358]

MSc in Finance (Quantitative Finance)

The MSc Finance (major: Quantitative Finance) is designed principally for postgraduates whose work in banks and other financial institutions requires knowledge of statistical (particularly econometric) and quantitative approaches to risk and derivatives. It is particularly suitable if you have a first degree in engineering, applied science, applied mathematics, economics, or similar subjects, but also suitable for others with quantitative skills.

Five core modules chosen from:

FMM330	Econometric Principles and Data Analysis [C330]
FMM332	Econometric Analysis and Applications [C332]
FMM359	Financial Econometrics [C359]
FMM323	Risk Management: Principles and Applications [C323]
FMM333	Derivatives [C333]
FMM358	Modelling Firms and Markets [C358]

+

Three elective modules chosen from:

FMM319	Quantitative Methods for Financial Management [C319] (Final exam will be held in 2013)
FMM321	Corporate Finance [C321]
FMM344	Corporate Governance [C344]
FMM326	Banking and Capital Markets [C326]
FMM342	Finance in the Global Market [C342]
FMM356	Bank Regulation and Resolution of Banking Crises [C356]
FMM322	Bank Financial Management [C322]
FMM325	Macroeconomic Policy and Financial Markets [C325]
FMM329	International Finance [C329]
FMM313	The International Monetary Fund and Economic Policy [C313]
FMM357	Microeconomic Principles and Policy [C357]
FMM301	Public Financial Management: Planning and Performance [C301]
FMM305	Public Financial Management: Revenue [C305]
FMM307	Project Appraisal and Impact Analysis [C307]
FMM353	Research Methods [C353]
FMM354	Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)

and

any untaken core modules.

MSc in Public Policy and Management (For students registered with effect from 1 January 2009 or later)

The MSc Public Policy and Management will provide you with the analytical tools that you need to understand the principles and methods of modern public policy and management, and enable you to make financial decisions and policy choices in the financing and management of infrastructure and services in the public sector. You can choose eight courses in any combination, enabling you to select a study path that is best suited to your specialism, skills and objectives. You also have the option to study research methods and write a dissertation, under expert supervision, based on your interests or on issues in your place of work.

Eight modules chosen from:

FMM300	Public Policy and Management: Perspectives and Issues [C300]
FMM301	Public Financial Management: Planning and Performance [C301]
FMM302	Human Resource Management and Development [C302]
FMM303	Management Information and Information Systems [C303]
FMM304	Decentralisation and Local Governance [C304]
FMM305	Public Financial Management: Revenue [C305]

FMM306	Managing Organisational Change [C306]
FMM307	Project Appraisal and Impact Analysis [C307]
FMM310	Public Financial Management: Reporting and Audit [C310]
FMM311	Privatisation and Public–Private Partnerships [C311]
FMM312	Public Policy and Strategy [C312]
FMM313	The International Monetary Fund and Economic Policy [C313]
FMM353	Research Methods [C353]
FMM354	Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)
FMM360	Public Policy and Management: Development Assistance [C360]

Postgraduate Diploma in Public Financial Management

Organisations need managers with a thorough understanding of public finance so that they can make financial decisions and design and operate financial systems for collecting, spending and accounting for public expenditure. Depending on which options you choose, this programme will enable you to make decisions about investment projects, when and how to use privatisation and public-private partnerships, and how to manage the financial relationships between national and sub-national governments.

Four modules chosen from:

FMM301	Public Financial Management: Planning and Performance [C301]
FMM304	Decentralisation and Local Governance [C304]
FMM305	Public Financial Management: Revenue [C305]
FMM307	Project Appraisal and Impact Analysis [C307]
FMM310	Public Financial Management: Reporting and Audit [C310]
FMM311	Privatisation and Public–Private Partnerships [C311]
FMM360	Public Policy and Management: Development Assistance [C360]

Postgraduate Diploma in Public Management

Public sector organisations need good managers. The Postgraduate Diploma in Public Management is a preparation for managing and advising public sector organisations. There is an emphasis on managing people, managing change and designing and using information systems.

Four modules chosen from:

FMM300	Public Policy and Management: Perspectives and Issues [C300]
FMM302	Human Resource Management and Development [C302]
FMM303	Management Information and Information Systems [C303]
FMM306	Managing Organisational Change [C306]
FMM360	Public Policy and Management: Development Assistance [C360]

Postgraduate Diploma in Policy Studies

Formulated for people working in policy-making and advisory capacities, this Diploma provides an overview of the variety of approaches to public policy and management from a historical and comparative perspective. The courses move through techniques of policy analysis and implementation to discussion of particular policy issues. The course materials cover a range of policy issues and a variety of socio-economic contexts, levels of government and regime types.

Four modules chosen from:

FMM300	Public Policy and Management: Perspectives and Issues [C300]
FMM304	Decentralisation and Local Governance [C304]
FMM311	Privatisation and Public–Private Partnerships [C311]
FMM313	The International Monetary Fund and Economic Policy [C313]
FMM312	Public Policy and Strategy [C312]
FMM360	Public Policy and Management: Development Assistance [C360]

Postgraduate Diploma in Banking

This Diploma enables people with specialised skills to develop an understanding of a broader range of subjects involved in modern banking. The Diploma in Banking is especially valuable for people holding a professional qualification (including a qualification in accounting, finance, or related professions) who are employed in banks or other financial firms.

Four modules chosen from:

FMM321	Corporate Finance [C221]
FMM322	Bank Financial Management [C222]
FMM323	Risk Management: Principles and Applications [C223]
FMM325	Macroeconomic Policy and Financial Markets [C225]
FMM340	Financial Law [C240]
FMM345	Law and Regulation of Electronic Finance and Internet Banking [C245]
FMM356	Banking Regulation and Resolution of Banking Crises [C256]

MBA

Banking sector professionals need to have a wide range of skills and knowledge to equip them to meet the constantly changing challenges facing the modern financial sector. The MBA in Banking is especially valuable for people holding a professional qualification (including a qualification in accounting, finance, or related professions) who are employed in banks or other financial firms. The MBA Banking equips you to manage and advise on banking, and develop a number of bank functions. The subjects it covers include bank financial management, financial law, corporate finance, legal aspects of electronic banking, and a range of special subjects.

Five compulsory core modules:

FMM321	Corporate Finance [C221]
FMM322	Bank Financial Management [C222]
FMM323	Risk Management: Principles and Applications [C223]
FMM340	Financial law [C240]
FMM345	Law and Regulation of Electronic Finance and Internet Banking [C245]

+

One elective module chosen from:

FMM325	Macroeconomic Policy and Financial Markets [C225]
FMM326	Banking and Capital Markets [C226]
FMM356	Banking Regulation and Resolution of Banking Crises [C256]

Postgraduate Diploma in International Management (China)

The rapid growth of the Chinese economy and its increasing importance in the global economy has resulted in a growing demand for people with advanced degrees in management and an understanding of the business culture and management issues in China. The Postgraduate Diploma in International Management (China) responds to this need. You will study the interplay between domestic developments and the international perspective in China's economy and develop your understanding of management topics from an international and cross-cultural perspective.

Three compulsory core modules:

FMM348	International Management [C348]
FMM349	Management in China: Domestic Development [C349]
FMM350	Management in China: International Perspectives [C350]

+

One elective module chosen from:

FMM321	Corporate Finance [C321]
FMM347	Cross-Cultural Management [C347]
FMM351	Topics in the Chinese Economy [C351]
FMM344	Corporate Governance [C344]
FMM323	Risk Management: Principles and Applications [C323]
FMM342	Finance in the Global Market [C342]
FMM352	International Human Resource Management [C352]

MSc International Management (China)

As China takes its place as a leading economy in the world, multi-national companies and firms throughout the world have a growing need for senior personnel with high quality management skills and special knowledge of China. The MSc International Management (China) responds to this need. It will give you the opportunity to study the interplay between global and local factors that influence management decisions in business related to China. You will develop management skills that can be applied worldwide and increase your understanding of the Chinese business environment. You will also study research methods and write a dissertation based on your personal experience or case studies of your own place of work.

Five compulsory core modules:

FMM347	Cross-Cultural Management [C347]
FMM348	International Management [C348]
FMM349	Management in China: Domestic Development [C349]
FMM350	Management in China: International Perspectives [C350]
FMM351	Topics in the Chinese Economy [C351]

+

Three elective modules chosen from:

FMM321	Corporate Finance [C321]
FMM344	Corporate Governance [C344]
FMM352	International Human Resource Management [C352]
FMM323	Risk Management: Principles and Applications [C323]
FMM342	Finance in the Global Market [C342]

FMM353 Research Methods [C353]

FMM354 Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)

Annex B - Assessment criteria

These guidelines reflect the standards of work expected at postgraduate level:

70+ as for (60–69%) below plus:

- Shows clear evidence of wide and relevant reading and an engagement with the conceptual issues
- Develops a sophisticated and intelligent argument
- Shows a rigorous use and a sophisticated understanding of relevant source materials, balancing appropriately between factual detail and key theoretical issues. Materials are evaluated directly and their assumptions and arguments challenged and/or appraised
- Shows original thinking and a willingness to take risks.

60–69% as for (50–59%) below plus:

- Shows strong evidence of critical insight and critical thinking
- Shows a detailed understanding of the major factual and/or theoretical issues and directly engages with the relevant literature on the topic
- Develops a focussed and clear argument and articulates clearly and convincingly a sustained train of logical thought
- Shows clear evidence of planning and appropriate choices of sources and methodology.

50–59% (50% = pass mark):

- Shows a reasonable understanding of the major factual and/or theoretical issues involved
- Shows evidence of planning and selection from appropriate sources
- Demonstrates some knowledge of the literature
- The text shows, in places, examples of a clear train of thought or argument
- The text is introduced and concludes appropriately.

45–49%:

- Shows some awareness and understanding of the factual or theoretical issues, but with little development
- Misunderstandings are evident
- Shows some evidence of planning, although irrelevant/unrelated material or arguments are included.

44% or less:

- Fails to answer the question or develop an argument that relates to the question set
- Does not engage with the relevant literature or demonstrate knowledge of the key issues
- Contains clear conceptual or factual errors or misunderstandings.

