

University of London International Programmes Programme Specification and Regulations for the Postgraduate Diploma in Economic Principles

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Important information regarding the Programme Specification and Regulations

1

This document contains all the regulations for a specific programme(s) 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. 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- Two years' notice will be given when a module is withdrawn, when a syllabus is substantially amended, when a prerequisite for a module is introduced, and when the assessment method for a module is changed.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

Registration for this programme has been discontinued. The last examinations will be held in 2013.

Title and name of awards

See glossary for an explanation of terms.

Postgraduate Diploma in Economic Principles

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):

Postgraduate Diploma – 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

See Glossary for an explanation.

School of Oriental and African Studies (SOAS)

Centre for Financial and Management Studies (CeFiMS)

Accreditation by professional or statutory body

Not applicable

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 **Postgraduate Diploma in Economic Principles** consists of four compulsory modules.

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 and applications for credit from students and graduates of the University of London will not be considered for modules of the Postgraduate Diploma in Economic Principles.

A student who maintains a consistently high record of progress through the programme of study may be qualified to apply for a related MSc.

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
Postgraduate Diploma in Economic Principles	One calendar year	Five calendar years

Full details are in section 3 of the Detailed Regulations.

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

All modules are weighted equally.

Examinations for the Postgraduate Diploma are marked on the following scale:

Mark range Class equivalent

40 and over Pass

Below 40 Fail

The Board of Examiners retains the right to use its discretion and to take into account the student's overall performance when determining a student's results.

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 an Postgraduate Diploma in Economic Principles 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

Students with special needs should refer to section 12 of the Detailed Regulations.

Registration for this programme has been discontinued

Students were expected to have a first degree in any subject or a recognised professional qualification.

All students must have:

- A high level of English language ability in reading, writing and study skills.
- Access to the internet is required in order for students to participate fully in the learning process.

Educational aims and learning outcomes of the programmes

This programme is designed for those who have a first degree but do not have previous formal training in mathematics, statistics and economics. It provides a thorough understanding of the economic principles of market economies and the basic quantitative techniques economists use for analysing them. This Diploma is also an entry route to one of the MSc programmes offered by the CeFIMS.

Successful students have a sound grounding in economics and can expect to further careers in banks, fund management institutions, governments, public services, international organisations and NGOs.

Learning outcomes of the programmes

Subject specific - knowledge and understanding

On successful completion of the programme, students will have demonstrated knowledge of:

- microeconomic theory and applications;
- macroeconomic principles and issues;
- international economics;
- mathematics and statistics for economists.

Intellectual and transferable skills

On successful completion of the programme, students should be able to:

- Progress onto further studies at Masters level in this subject area;
- Manage their own learning, including working effectively to deadlines, plan, organise and prioritise tasks.

Teaching, learning and assessment strategies

The programme is 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 about the academic content of the programme. A member of the administrative staff is also available to answer questions about the administrative aspects of 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 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 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 subject 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.

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.

Each module will be 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 will be 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 will take place in September to October each year and are held at established centres worldwide.

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 are 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. 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 which 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 **Postgraduate Diploma in Economic Principles** consists of **four** compulsory modules.

FMM214 Microeconomic theory and applications

FMM215 Macroeconomic principles and issues

FMM216 International economics

FMM217 Mathematics and statistics for economists

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

1.2

There is **no accreditation of prior learning** and applications for credit from students and graduates of the University of London will not be considered for modules of the Postgraduate Diploma in Economic Principles.

Find details on credits and accreditation of prior learning in section 2.

1.3 (GR)

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

1.4

Availability of modules may vary from year to year.

1.5

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.

1.6

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.

Transfer from the Postgraduate Diploma in Economic Principles to an MSc degree

1.7

A student who maintains a consistently high record of progress through the programme of study will be qualified to apply for registration for the MSc degree for International Programmes students in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance) or Finance and Financial Law.

1.8

There is no automatic progression but a student who successfully completes the Postgraduate Diploma in Economic Principles may be permitted to apply for registration for the MSc degree in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance) or Finance and Financial Law.

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 in Economic Principles 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

Neither a student nor graduate of the University of London will be considered for credit transfer in respect of the Postgraduate Diploma in Economic Principles modules.

2.5 (GR)

A student who satisfies the entrance requirements for a Postgraduate Diploma 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 this programme there is **no** provision for **accreditation of prior learning** at Postgraduate 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

No further applications are being considered for the Postgraduate Diploma in Economic Principles Initial Registration for this award has been discontinued.

Period of registration

3.2

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
Postgraduate Diploma in Economic Principles	One calendar year	Five calendar years

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

3.3 (GR)

A student who has not completed all the requirements of the Postgraduate Diploma in Economic Principles within the maximum period of registration may apply to extend their registration. However, the last examinations for all students registered for the Postgraduate Diploma is 2013.

Procedures for renewal and extension of registration can be found in the student handbook.

3.4 (GR)

Extension and renewal 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 will be payable.

Cancellation of registration

3.5 (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

3.6 (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.

3.7 (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.

3.8 (GR)

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

4 Assessment for the programme

4.1

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 Postgraduate Diploma in Economic Principles 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 on the module. The examination mark and the combined mark of the assignments will be weighted on the scale **70:30**.

4.6 (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.

4.7

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.

4.8 (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.

4.9 (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.

4.10 (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

4.11 (GR)

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

4.12

Notwithstanding the provisions of section 6 of these Regulations, any assignments or dissertation which 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.

4.13

The last examinations for the Postgraduate Diploma in Economic Principles will be held in 2013.

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

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.

Sitting examinations

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

4.21 (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 programme
- have entered for the examination in accordance with the University's and the appropriate examination centre's instructions and deadlines

4.22 (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.

4.23 (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.

4.24 (GR)

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

4.25 (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.

4.26 (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.

4.27 (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, Students with special access requirements and/or special needs

Materials and aids permitted within the examination room

4.28 (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.

4.29 (GR)

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

4.30 (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.

4.31 (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.

4.32 (GR)

Where calculators are permitted, the specifications listed below will apply, unless otherwise indicated in 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.

4.33 (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 6 for assessment offences and penalties.

4.34 (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

4.35 (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 are in the student handbook.

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

4.36 (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.

4.37 (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.

4.38 (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.

4.39 (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

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.

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 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.

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.

Progression from the Postgraduate Diploma in Economic Principles to an MSc degree

7.2

A student who maintains a consistently high record of progress through the programme of study will be qualified to apply for registration for the MSc degree for International Programmes students in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance) or Finance and Financial Law.

8 Schemes of award

8.1

Modules are marked according to the following scales:

Mark range	
40+	Pass
0-39	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 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 40%.

8.5

For the award of the Postgraduate Diploma, a student must have attempted and passed **four** modules;

8.6

To calculate the final grade all modules are weighted equally.

8.7

The Board of Examiners retains the right to use its discretion and to take into account a student's overall performance when determining a student's results.

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 in Economic Principles 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 Postgraduate Diploma in Economic Principles 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 listed refer to the registration period **1 November 2011 to 31 October 2012** only

10.3 (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.

10.4 (GR)

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

See www.cefims.ac.uk

10.5 (GR)

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

10.6 (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.

10.7 (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.

10.8 (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

10.9 (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.

10.10 (GR)

After the seven working day period described in 10.9 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.

10.11 (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.

10.12 (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 in the student handbook.

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 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 in Economic Principles to an MSc degree

11.7 (GR)

A student who maintains a consistently high record of progress through the programme of study will be qualified to apply for registration for the MSc degree for International Programmes students in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance) or Finance and Financial Law. Details are in section 7.

Transfer to other programmes at Level 7 of the FHEQ

See Glossary for definition of FHEQ.

11.8 (GR)

A student registered for the Postgraduate Diploma in Economic Principles, 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.

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

See Glossary for definition of FHEQ.

11.9 (GR)

A student registered for the Postgraduate Diploma in Economic Principles 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.

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).

Annex A – Module Structure 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

Postgraduate Diploma in Economic Principles

The Postgraduate Diploma is only available to students registered with effect from 1 June 2008 or earlier. The last examinations for this structure will be held in 2013.

Four compulsory courses

FMM214 Microeconomic theory and applications [C214]

This course is designed to provide a solid grounding in microeconomic theory — a body of knowledge which focuses on the behaviour of individual units in a market economy. The course is about the economic principles underlying the theories of market demand and supply. It develops models to explain economic behaviour of consumers and producers and the ways in which they interact in a market economy. By the end of the course, students will have covered the four main topics needed to understand the basis of microeconomic theory: the basic concepts of the market, demand, supply and equilibrium; the principles underlying consumer demand; the principles underpinning the theory of the firm; and the concept of market structures, especially competitive and monopolistic markets.

FMM215 Macroeconomic principles and issues [C215]

Macroeconomic principles and issues is concerned with the economic principles used to model the economy as a whole. It is designed to teach the tools and techniques for analysing aggregate economic behaviour and policy formulation in a market economy. The types of questions students will consider are those relating to headline economic issues of inflation, unemployment, economic growth, money supply, government deficits and interest rates. The unit teaches and analyses economic models designed to answer questions such as how inflation is to be explained, what determines economic growth, why there are periods of sustained unemployment, what determines the rate of interest, and how monetary and fiscal policies affect the economy.

FMM216 International economics [C216]

This course is concerned with the economic principles used to model a country's international relationships. The course aims to teach the tools and techniques for analysing the trade and money transactions between economies and for assessing their policy implications. International economics builds on the theories and models of macroeconomics and microeconomics in order to develop a new set of economic principles which apply to an economy's international trade and money relationships. Questions and subject areas addressed in the course include: why do countries trade and who gains from trade; how can patterns of trade be explained; the arguments for and against free trade *versus* protectionism; the implications of economic integration between countries; the relationship between international trade and economic development; how foreign exchange rates are determined; why there can be persistent deficits or surpluses in the balance of payments; why one country's macroeconomic policies can affect another's economic performance; and what is international money.

FMM217 Mathematics and statistics for economists [C217]

The topics covered in this course include differential calculus, maximisation subject to constraints, frequency distributions, probability theory and hypothesis testing. These techniques are taught with reference to their applications to economic principles. Because the key to success in understanding mathematical techniques is

practice, the course provides a wide range of problems for solution, as well as the theoretical foundations of their uses in economics, and includes appropriate exercises. The course aims to provide students with the necessary background for advanced study in market economics and econometrics. It should also enable them to use basic mathematical and statistical techniques for economic analysis.

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.

