Initial registration for the MSc and Postgraduate Diploma in International Management (China) and for Structure B for the MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Public Policy and Management, Postgraduate Diploma in Public Financial Management, and the MBA and Postgraduate Diploma in Banking has been discontinued. The last examinations will be held in 2017. Initial registration for Structure A of the MBA and Postgraduate Diploma in Banking has been discontinued. The last examinations will be held in 2019.

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About this document

Last revised 12 August 2014

This Programme Specification and Regulations document 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 UK Quality Code for Higher Education. Further information can be found at: www.qaa.ac.uk/assuringstandardsandquality/Pages/default.aspx

1

This document contains all the regulations for specific programmes and the associated regulations for individual professional awards that can be taken on a stand-alone basis. The Programme Specification sets out the core regulatory information about the programme and is supplemented by the Detailed Regulations (which includes relevant Appendices). Programme details for the completion of individual professional awards are outlined in the Programme Specification for individual professional awards and the corresponding regulations are in the Detailed regulations for the provision of individual professional awards (which may include relevant Appendices). 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 to all University of London International Programmes at a given level of study. These regulations are marked with (GR) next to the paragraph number.

3

Students registered for any of the programmes covered by this Programme Specification and Regulations must follow the procedures, deadlines and instructions issued by the University, including the University of London Regulations. The University is not responsible for anything that happens if a student does not follow 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 where there is no regulation that exactly covers your situation, the University’s decision is final.

5

For the whole time 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 may change. Each year’s Programme Specification and Regulations replace those of the previous year, and students must make sure that they always refer to the current year’s version. 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 a negative 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 a negative effect 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.
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 work together to deliver the University of London International Programmes.

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

Every effort is taken to make sure the material produced by the University of London International Programmes is accurate. This document contains links to the websites of other organisations. The University of London International Programmes is not responsible for the content of these sites and does not recommend nor necessarily agree with opinions expressed and services provided at those sites.

The individual Programme Specifications for each set of related programmes can be found at www.londoninternational.ac.uk
For prospectus details about the programme, please see www.cefims.ac.uk/pdfs/CeFiMS_student_guide_.pdf

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 Business Administration - MSc

Master of Science in International Management (China) – MSc
Postgraduate Diploma in International Management (China)
Final registration for these programmes was 1 January 2013. The last examinations will be held in 2017.

Master of Science in Public Financial Management - MSc
Postgraduate Diploma in Public Financial Management

Master of Science in Public Policy and Management – MSc
Postgraduate Diploma in Policy Studies
Postgraduate Diploma in Public Management

Master of Business Administration in Banking - MBA
Postgraduate Diploma in Banking
Final registration for these programmes was 1 June 2014. The last examinations will be held in 2019.

Individual professional awards of the MSc 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 and Postgraduate Diplomas should they choose to do so at a later stage in their studies. (See Programme structures and requirements section below)

Students graduating with a University of London award will be sent two documents: a final diploma ‘parchment’, and a diploma supplement. The final diploma will indicate registration with the University of London and the award of a University of London Degree or Diploma, incorporating the University of London logo and signature of the Vice-Chancellor, and indicating that SOAS, University of London was the Lead College involved. The diploma supplement will describe the nature, level and content of the programme that has been successfully completed, including a transcript of modules taken and marks achieved as well as the overall classification. It also provides further information about the role of the Lead College and method of study.

Level of the programmes

<table>
<thead>
<tr>
<th>Programme Type</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc degrees</td>
<td>Level 7</td>
</tr>
<tr>
<td>Postgraduate Diplomas</td>
<td>Level 7</td>
</tr>
</tbody>
</table>

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

SOAS, University of London (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 Learning Environment
Programme structures

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

The **MSc in Finance (Economic Policy)** consists of either **Structure A** (for students registered with effect from 1 November 2012 or later) or **Structure B** (for students registered with effect from 1 June 2012 or earlier):

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

The **MSc in Finance (Quantitative Finance)** consists of:

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

The **MSc in Finance (Financial Sector Management)** consists of either **Structure A** (for students registered with effect from 1 November 2012 or later):

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

Or **Structure B** (for students registered with effect from 1 June 2012 or earlier):

- 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)** consist of:

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

The **MSc in International Business Administration** consists of:

- Two compulsory modules and
- Four core modules chosen from a list and
- Two elective modules chosen from a list.

The **MSc in Public Financial Management** consists of:

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

The **MSc in Public Policy and Management** consists of either **Structure A** (for students registered with effect from 1 November 2012 or later) or **Structure B** (for students registered with effect from 1 June 2012 or earlier):

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

Postgraduate Diplomas in: **Economic Policy**; **Financial Sector Management**; **Quantitative Finance**; **Policy Studies**; **Public Management** consist of:
- Four modules chosen from a list.

**Postgraduate Diploma in Public Financial Management** consists of either **Structure A** (for students registered with effect from 1 November 2012 or later) or **Structure B** (for students registered with effect from 1 June 2012 or earlier):
- Four modules chosen from a list.

**Postgraduate Diploma in Finance and Financial Law**:
- One compulsory module and
- Three elective modules 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 Level 7 of the FHEQ.

A student registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, may apply credit from one module to another programme at Level 7 of the FHEQ, which must also be covered by these regulations, provided that the module forms part of the new programme and has not been used as credit towards any qualification already awarded.

A student who successfully completes one or more of the individual professional awards available as stand-alone modules may be considered for progression to a related MSc 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:

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MSc degrees</strong></td>
<td>Two calendar years</td>
<td>Five calendar years</td>
</tr>
<tr>
<td><strong>Postgraduate Diplomas</strong></td>
<td>One calendar year</td>
<td>Five calendar years</td>
</tr>
</tbody>
</table>

Study materials are made available after registration and on payment of the applicable fee.

Registration may be extended, subject to approval and payment of applicable fees.

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.

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 the **MSc** 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 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. A student who accepts the award of the Postgraduate Diploma will not be permitted to re-register for the MSc.

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 carried out in terms of the number of study hours needed, and a specified credit level indicates the depth, complexity and intellectual demand of learning involved.

For students registered for MSc 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.

Further information about the credit systems used by universities in the UK and Europe is available in:


**Entrance requirements**

Initial registration for the MSc and Postgraduate Diploma in International Management (China), MBA and Postgraduate Diploma in Banking and for **Structure B** for the MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Public Policy and Management and the Postgraduate Diploma in Public Financial Management has been discontinued.

For details of the application process, alternative qualifications that may be accepted and English proficiency tests please refer to [www.cefims.ac.uk](http://www.cefims.ac.uk).

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

You must meet the relevant entrance requirements given in this section. To be considered for admission as an International Programmes student, you must also submit an application according to the procedures and deadlines set out on the CeFIMS website.

**Entrance Requirements for awards at FHEQ Level 7**

**Qualifications:**

You should check your programme requirements, which are given on the CeFIMS website.

Programme requirements can be found by clicking on your programme and looking under ‘Entry Requirements’
English language proficiency

Your programme will normally require a higher score than the threshold minimum English language requirements. You should check your programme requirements, which are given on the CeFiMS website.

Programme requirements can be found by clicking on your programme and looking under ‘Language Requirements’.

If you believe that you can demonstrate the language skills needed, but do not meet the English language requirements for your programme, we may still be able to consider your application.

Internet access

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

- Programme resources on the Online Learning Environment
- 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.

Students with specific access requirements

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

The University of London International Programmes welcomes applications from students with disabilities and/or specific access requirements. It aims to provide the appropriate support to enable students with specific access requirements to have the same chance as all other students to successfully complete their studies.

Every reasonable effort will be made to ensure that both the application procedure and the programme itself are organised and delivered to offer all students the opportunity to participate fully. Students with a disability or others who may need special arrangements to assist in taking examinations (such as a separate room or special aids) should complete the relevant section of the application form, or contact the Inclusive Practice Manager. Requests will be considered by a University panel, which aims to ensure that students with specific access requirements are neither advantaged nor disadvantaged when compared with other students.

For further information, see Inclusive Practice Policy

Sources of funding and scholarships

Information about potential sources of funding and scholarships is updated annually and available on the prospectus web pages.

For information, please see http://www.cefims.ac.uk//dl_registry/dl_fees.shtml and www.londoninternational.ac.uk

Educational aims and learning outcomes of the programmes

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 Business Administration, International Management, Public Financial 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 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 core 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/our-global-reputation/governance/programme-specification

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 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.

Learning, teaching 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 the 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 that are provided for most modules. Most module study guides are now provided in electronic format via the Online Learning Environment.

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 Learning Environment 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 the student’s studies. A technical team can help with any difficulties in accessing the Online Learning Environment. 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 the 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 2,500 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 Learning Environment.
- 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;
- The Student Charter is intended to state key mutual obligations between the University of London International Programmes and its International Programmes students.

See www.londoninternational.ac.uk/distance-flexible-learning/student-charter for further information.

**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 work together 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. Improvements are made as necessary to ensure that systems remain effective and rigorous.

- Every year we prepare annual programme reports in order to improve individual programmes and to plan ahead;
- We carry out periodic programme reviews every 4-6 years to review how a programme has developed over time and to make sure that it remains current and up-to-date;
- Every year independent external examiners prepare reports to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Every year we review the student information statistics and include the results in all systematic reporting within the University of London International Academy.

Student feedback mechanisms

Student experience surveys, carried out annually, collect programme-level feedback according to the student lifecycle and the stages students have reached in their learning. Also, some lead colleges schedule their own programme surveys.

Virtual learning environments (VLEs) provide the opportunity for informal feedback and discussion.

University of London International Academy committees and subcommittees include student membership where appropriate. Some programmes recruit their own student representatives at the programme level.

The website provides further information on the governance structure, including Terms of Reference, Agendas and Papers and can be accessed via: [http://www.londoninternational.ac.uk/our-global-reputation/governance](http://www.londoninternational.ac.uk/our-global-reputation/governance)

After Graduation

Possible routes to further study

Successful completion of the programme may serve as preparation for students who wish to go on to take further study in the subject area – whether to be undertaken at SOAS or elsewhere.

Possible graduate employment routes

These programmes are designed for those who wish to pursue careers in the financial services, government, development organisations, education and consultancy.

Careers advice and resources

The University of London’s Careers Service can provide confidential advice and guidance appropriate to the diverse needs of students, at any stage of their career. Advisers can assist on an individual basis (including help with career planning, CV writing and interview technique), in small groups or online, through the e-Advice service. Students may also make use of the dedicated careers library.

For further information, please see [www.thecareersgroup.co.uk/](http://www.thecareersgroup.co.uk/) or [www.c2careers.com/](http://www.c2careers.com/)

The Alumni Association

Membership of the International Programmes Alumni Association is free and open to all graduates of the University of London International Programmes. This is a diverse community of over 150,000 alumni in more than 190 countries, including local groups and social networking groups, and with regular events, communications and opportunities to meet fellow alumni in many different parts of the world. The Association aims to provide past students with lifelong links to the University of London International Programmes and each other, and is keen to foster a vibrant and active alumni community. All alumni are encouraged to register their details and participate further.

For further information, please see [www.londoninternational.ac.uk/alumni](http://www.londoninternational.ac.uk/alumni), [http://www.facebook.com/londonualumni](http://www.facebook.com/londonualumni) and [http://linkd.in/alumniassociation](http://linkd.in/alumniassociation)
Throughout the Regulations, ‘we’, ‘us’ and ‘our’ mean the University of London; ‘you’ and ‘your’ mean the student, or where applicable all students.

1 Structures of the programmes

Appendix A gives the full structure and content of each programme listed in the Programme Specification. For how to progress through your programme please see section 7.

1.1
If you registered from 1 November 2012 and later you will be registered for Structure A. If you registered earlier than 1 November 2012 you will be registered for Structure B. The last examinations for Structure B will be held in 2017. If you registered for a programme under Structure B you may apply to transfer to the related Structure A by writing to the Centre for Financial and Management Studies (CeFiMS), SOAS. All such applications will be considered on their merits; permission to transfer and any credits awarded will be at our discretion.

1.2
There is no accreditation of prior learning for modules at Level 7 of the FHEQ.

1.3
If you are registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, you may carry one module across to another programme, which must also be covered by these regulations. The carried module must be listed within your chosen programme’s structure and must not have been used as credit towards any qualification already awarded.

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

1.4 (GR)
You are responsible for making sure that your choice of modules is in line with the current regulations.

1.5 (GR)
You can only select from available modules. Not all modules are available every year.

1.6
Modules are run in five sessions throughout the year. You may only register for one module per session. In exceptional circumstances, and having shown sufficient progression in two modules, we may permit you to sit two modules in one session. Each module is normally available at least twice in a twelve-month period but are not offered at any particular time during the year.

1.7
You may apply to change your choice of a module. However, if you have already received study materials for the module concerned your application will not be considered.

Individual Professional awards

Full regulations governing individual professional awards are given separately.

1.8
You may apply to register for one or more individual professional awards to study on a stand-alone basis, instead of registering for an MSc degree or Postgraduate Diploma, under these regulations.

Transfer from a Postgraduate Diploma to the related degree

1.9
There is no automatic progression from a Postgraduate Diploma to the related MSc or MBA degree. You must normally have a pass in all four of the Postgraduate Diploma modules and receive our approval to progress.
and receive credit for modules completed. Please note that transfer from the Postgraduate Diploma in Banking to the MBA Banking programme will not be available after June 2017.

1.10

You cannot be awarded both the Postgraduate Diploma and the related MSc or MBA degree. If you have accepted the award of the Postgraduate Diploma you will not be allowed to register for the related MSc or MBA degree.

2 Credit transfer and accreditation of prior learning

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

2.1 (GR)
We have the right to review the credit transfer and accreditation of prior learning (APL) policy for all awards each year.

2.2 (GR)
We will not award any credit transfers or APL unless you make an application by following the instructions on our website. You may need to pay the credit transfer or APL application fee when you make an application.

2.3 (GR)
All applications are considered on an individual basis and credits and APL are awarded at our discretion.

2.4 (GR)
If you make a successful application for credit transfer or APL, you will normally only receive the award for which you originally registered, upon successful completion of all assessments.

2.5 (GR)
If you withdraw from your registered programme before completing it, you will normally only receive a transcript detailing the number and level of credits undertaken with us.

2.6 (GR)
To maintain the relevance of your learning, we will normally only accept credit awarded within the last five years from other providers.

Credit transfer

2.7
If you are registered for an MSc or the MBA degree or Postgraduate Diploma, under these regulations, you may carry one module across to another programme, which must also be covered by these regulations. The carried module must be listed within your chosen programme’s structure and must not have been used as credit towards any qualification already awarded.

2.8 (GR)
You may be considered for credit transfer in specific subjects if you are appropriately qualified and satisfy the entrance requirements for the award. An application cannot be considered after you have entered the examination in the subject(s) concerned.

2.9 (GR)
If you are awarded credit, the mark you received for the subject previously studied may be carried forward to your record and will contribute towards your award, in accordance with the scheme for award.

2.10 (GR)
We will produce a final transcript for you that will detail the subjects that you received credit for and the year in which this credit was awarded.

2.11 (GR)
We will decide if you may be awarded credit for any credit bearing individual courses or individual professional awards that you have successfully completed. You must apply for credit transfer within three years of completing the individual courses or individual professional awards.
2.12 (GR)
You will not receive any credit for the successful completion of a non-credit bearing individual course or module.

2.13 (GR)
If you cancel your registration and then register afresh for a new programme, you will not be permitted to carry credit for any modules previously passed.

Accreditation of prior learning (APL)

See http://www.londoninternational.ac.uk/applications-and-admissions for procedures and deadlines for applying for accreditation of prior learning

2.14
Within these programmes there is no provision for accreditation of prior learning at Level 7 of the FHEQ.

2.15 (GR)
You may be considered for APL for specific subjects if you are appropriately qualified and satisfy the entrance requirements for the award. An application will be considered on the basis of successfully completed studies at an appropriate level.

2.16 (GR)
We will award APL at our discretion as it may not be permitted for all programmes. Where APL is permitted, it can only be awarded for up to one third of your programme.

2.17 (GR)
APL can only be awarded for whole named modules, not for part of a module. APL cannot be granted for a dissertation element, project or final examination of a programme award at FHEQ level 7.

2.18 (GR)
APL can only be awarded for whole modules at or equivalent to FHEQ level 7 or higher.

2.19 (GR)
The offer of APL is valid for the period of time indicated in your confirmation letter. If you do not sit an examination within the period, the offer of APL will end and you will need to make a new application for APL.

2.20 (GR)
The offer of APL is only valid for the module and programme of study stated in your confirmation letter. APL will no longer be valid if the programme is withdrawn before you register. If you transfer your registration to another programme, you may need to submit another application for APL.

2.21 (GR)
You are not allowed to register for a module for which you have been awarded APL.

2.22 (GR)
You are not allowed to sit an examination for a module for which you have been awarded APL unless you request that the APL is retracted before entering for the examination.

2.23 (GR)
Applications for APL cannot be considered after you have entered the examination for the relevant module.

2.24 (GR)
If you fail the examination for a module, then you may not apply for APL for that failed module at a later date.

2.25 (GR)
The mark you obtained for a module for which APL has been awarded will not be carried forward to your record and will not contribute towards the classification of your award.
3 Registration

Initial registration for the MSc and Postgraduate Diploma in International Management (China) and for Structure B for the MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Public Policy and Management, Postgraduate Diploma in Public Financial Management, and the MBA Banking and Postgraduate Diploma in Banking has been discontinued, the last examinations will be held in 2017. Initial Registration for the Structure A of the MBA Banking and Postgraduate Diploma in Banking has been discontinued, the last examinations will be held in 2019.

Effective date of registration

See Glossary for the definition of ‘effective date of registration’.

3.1 (GR)
There will be an effective date of registration for all students.

3.2
Your effective date for registration will be 1 November if you register between September and October, 1 January if you register between November and April, and 1 June, if you register between May and July, these dates being in the year in which you are initially registered.

3.3
If you have an effective date of registration of 1 November, 1 January or 1 June you will be permitted to sit an examination at the next opportunity, i.e. in September to October the same academic year.

Period of registration

3.4 (GR)
The normal maximum and minimum periods of registration for awards are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters degree</td>
<td>1 year</td>
<td>5 years</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>1 year</td>
<td>5 years</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>6 months</td>
<td>5 years</td>
</tr>
</tbody>
</table>

We will not allow you to reduce your minimum period of registration.

See the Programme Specification for the minimum and maximum periods of registration applicable to this programme.

3.5 (GR)
If you progress from the Postgraduate Diploma or Postgraduate Certificate to a related degree, we will grant you the maximum period of registration to complete the degree counted from the effective date of registration for your Postgraduate Diploma or Postgraduate Certificate.

3.6
If you are registered for individual professional award and we have allowed you to proceed to a Postgraduate Diploma or MSc you 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.

3.7 (GR)
If you have not completed all the requirements of an award within the maximum period of registration, you may apply to renew your registration for a further maximum period specified by the programme for which you are registered. Our decision whether to allow you to extend or renew your registration will depend on your progress during your previous period of registration. If we approve your application, you must keep to the
regulations that apply during the new period of registration and you must pay the registration fee and any other fees that apply.

3.8 (GR)
Where renewal or extension of registration is permitted, the credit awarded for modules successfully completed will be at our discretion.

A Postgraduate Diploma, MSc or MBA student may apply for an extension of their registration for one additional year only, but please refer to any notice periods given on programmes highlighted at the beginning of section 3. The Registration Extension form can be found on www.cefims.ac.uk

Confimation of continuing study

Module enrolment can be completed online at www.cefims.ac.uk

3.9
You will be able to enrol on up to five modules throughout the year (no more than one module per study session). Module enrolment and payment of module fees must be made by the given deadline.

Cancellation of registration

3.10 (GR)
You can cancel your registration at any time.

Section 10 gives refund information.

3.11 (GR)
If you have entered for an examination, your cancellation of registration will only be effective after the release of the examination results for your programme.

Registration of our former students

3.12 (GR)
If you were previously registered with us, or enrolled on a programme of study at a college of the University of London, you will only be allowed to register as a new International Programmes student if you meet the entrance requirements for your programme and have paid us all fees and accounts that were due. If you do not meet this condition you will not be allowed to register again as an International Programmes Student.

3.13 (GR)
If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you may be allowed to register again for a programme of study in a different subject or field of study.

3.14 (GR)
If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you can only register for a programme of study in the same subject or field of study if we agree to this. We may not allow this for all programmes. We will consider all applications individually and we will decide whether to award any credit for modules you have previously passed.

3.15 (GR)
If we allow you to register again, you must pay a new registration fee. You will receive a new maximum period of registration relevant to that programme.

4 Assessment for the programme

4.1 (GR)
When sitting an examination you must keep to the rules given in the Notice to Candidates, which you will receive with the Admission Notice, as well as the regulations 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 2,500 words in length. The word count excludes footnotes (provided they contain a reference and are not part of the assignment answer), endnotes, bibliography and figures. Tables which contain text will be included in the total word count, whilst tables which contain numerical data will not.

If an assignment exceeds the word limit by the specified amount, then tutors will implement the following deductions:

<table>
<thead>
<tr>
<th>Excess Length</th>
<th>Mark Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 10%</td>
<td>5 Marks</td>
</tr>
<tr>
<td>More than 10% up to and including 20%</td>
<td>10 Marks</td>
</tr>
<tr>
<td>More than 20% up to and including 30%</td>
<td>15 Marks</td>
</tr>
<tr>
<td>More than 30%</td>
<td>The work may be submitted and will be accepted. It will not be marked but will be assigned a grade of 0</td>
</tr>
</tbody>
</table>

4.4

You cannot sit the written paper examination for a module unless you have completed all the compulsory assignments for that module. If you sit a written paper examination for a module for which you have an incomplete assignment record you will be judged not to have completed the examination and will receive no mark for your performance in the written paper examination.

4.5

The grade awarded on each 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., With the exception of MSc Finance (Quantitative Finance), if you wish to write a dissertation you 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 syllabuses that are current for the year of the examination concerned. You must make sure that you have studied the correct syllabuses.

4.8

In the event of a significant change to the content or assessment of a module, or because the module has been withdrawn, you 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 your registration.
4.9 (GR)
Examinations are governed by the regulations in force at the time of the examination and not at the time you initially registered or first attempted the examination concerned, except where the conditions for changing regulations with notice apply.

See the Important Information on changes to regulations.

4.10 (GR)
Where necessary, examiners may change the format or the rubric of a written paper examination without giving notice.

4.11 (GR)
Written paper examinations are held at authorised examination centres worldwide. In countries where there is an authorised examination centre, you must use the facilities provided by that centre. We will not set up an alternative centre in those countries but, where possible, we will try to help if you need special examination arrangements.

See the website for the list of examination centres.

4.12 (GR)
All examinations are held at the discretion of the examination centre and you must keep to any conditions they may set.

4.13 (GR)
Oral (speaking) and aural (listening) examinations, if these apply, are normally held only in London. We may give an examination centre outside London permission to hold oral or aural examinations as long as we are satisfied with their arrangements for carrying out the examinations. If it is not possible for you to take the oral or aural examinations outside London, you can apply for permission to take these examinations in London and the written paper examinations elsewhere in the United Kingdom or Ireland or overseas.

4.14
If you are registered for the MSc and Postgraduate Diploma in International Management (China) and for Structure B for the MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Public Policy and Management, Postgraduate Diploma in Public Financial Management, and the MBA and Postgraduate Diploma in Banking, the last examinations will be held in 2017. If you are registered for Structure A for the MBA Banking and Postgraduate Diploma in Banking, the last examinations will be held in 2019.

Date of examinations

4.15
Written paper examinations take place in September/October each year.

4.16 (GR)
At any examination session, all students will sit the same written paper examination, on the same date, at the same local time, except where there are unavoidable delays in the arrangement. However, we have the right to set different papers in the same subject in separate countries and in different time zones.

4.17 (GR)
Where delays cannot be avoided in countries other than the United Kingdom, the examination centre will arrange for the relevant examinations to be taken with as little variation as possible from the original dates and times we have assigned to them. You must keep to these revised arrangements. We have the right not to mark an examination taken at a different time from the time we set.

Submission of assignments and the dissertation

4.18
You must submit completed assignments via the Online Learning Environment no later than the submission dates given on the module timetables.
4.19
You may submit an assignment late only with our approval. In giving our approval for late submission we will specify the additional period allowed. Assignments that are submitted late without such approval will be subject to penalties and may be returned unmarked. This could affect your eligibility to sit examinations.

4.20
You must accept the no plagiarism declaration, via the online submission procedure, to confirm that the completed assignment is all your own work and that there has been no plagiarism.

4.21
It is your responsibility to retain a copy of your assignment in the event of any electronic difficulties in its submission to, or return from, the University.

4.22
You are strongly advised to submit a draft of your dissertation before submission of the final version. However, the draft dissertation will not form part of the final assessment.

4.23
You must submit an electronic copy of a completed dissertation, via the Online Learning Environment, to arrive not later than 1 October in the year of registering for the dissertation.

Sitting examinations

4.24 (GR)
If you want to sit an examination in any given year, you must have:

- registered with us as an International Programmes student for the relevant programme of study; and
- entered for the examination in line with our and the appropriate examination centre’s instructions and deadlines and paid all relevant fees.

4.25 (GR)
You must apply to the relevant examination centre for permission to sit the examination with them. We cannot accept responsibility for making local examination arrangements for you. The examination centre will decide whether to accept or refuse your application to sit an examination with them.

4.26 (GR)
All examination centres normally charge a local examination centre fee which is separate to any examination entry fee that is paid to us. You must pay this fee directly to the centre each time you enter an examination. We are only responsible for local examination centre fees charged at University of London centres in London. For all other examination centres, we are not responsible for the examination fee and cannot set the level of examination fee charged.

4.27 (GR)
You must provide the answers to all examinations in English, except where the syllabus or rubric for an examination states otherwise.

4.28 (GR)
When sitting a written paper examination, the examination centre has the right to ask you to stay in the examination room for the whole time allowed for the relevant examination.

4.29 (GR)
We own all examination scripts and we will not return them to students. We will keep all question papers.

4.30 (GR)
If the markers cannot read your script, they will pass it to the Chair of the Board of Examiners and the External or Intercollegiate Examiner. If the Board of Examiners and the External or Intercollegiate Examiner cannot read your script, you will be assigned a mark of zero for the illegible parts and this may result in a fail. This will count as an examination attempt.

If you find handwriting difficult due to medical or learning difficulties, you should apply to us for special arrangements to be made. Further information is available on the website http://www.londoninternational.ac.uk/sar.
Materials and aids allowed in the examination room

4.31 (GR)
You must complete examinations without aids, unless stated otherwise in the individual module descriptions or any permitted materials list provided with your admission notice.

4.32 (GR)
You must not take electronic communication devices into the examinations. These include, but are not limited to, personal digital assistants (PDAs) and mobile phones.

4.33 (GR)
The use of calculators in the examination is strictly controlled. You may only use a calculator in examinations if this is stated in the module description, noted on the permitted materials list or noted on the examination question paper.

4.34 (GR)
We will not provide calculators. You are responsible for providing your own calculator and for making sure that it meets the conditions set out below and that it is in working order for the examination. You should make sure that you have a spare calculator (which must also meet the conditions set out below) in case your calculator fails during the examination, or you must be prepared to continue the examination without a calculator. You are not allowed to borrow another student’s calculator during the examination. If you use an electronic calculator in an examination, you must write on your examination script the name and type of calculator you used.

4.35 (GR)
If you are allowed to use a calculator in an examination, you must keep to the conditions listed below, unless the module description or the information provided with your admission notice tells you otherwise.

Calculators must:
- be hand-held, compact and portable;
- be quiet when in use;
- have no external wires;
- be non-programmable; and
- not be capable of receiving, storing or displaying user-supplied non-numerical data.

You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages).

4.36 (GR)
If you use a calculator that does not meet the above conditions, you will have committed an assessment offence and the rules governing such offences will apply.

4.37 (GR)
It is an examination offence to take into, or use in, the examination room any unauthorised materials or aids. You must not take into the examination room, or consult during the examination, any books, notes, instruments or other materials or aids that are not allowed. You must give any of these items to the invigilator before the examination starts.

Mitigating circumstances during the examination session

4.38 (GR)
Mitigating circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance. You must contact us with details of any mitigating circumstances you wish to be considered within three weeks of the last examination in the session concerned. We will not normally consider mitigating circumstances if you do not contact us within this period. You will be asked to provide any formal certification you may have in relation to your circumstances.

Further details on mitigating circumstances are available on the website.
Administrative re-check of marks

4.39 (GR)
You may apply to us to recheck your results if you think a mark you have received is due to an administrative error.

4.40 (GR)
If you want to apply for an administrative recheck of your marks, you must do so by specific deadlines and by following the procedure set out on your student portal.

Details are available through the student portal, my.londoninternational.ac.uk.

4.41 (GR)
If you want to apply for an administrative recheck of your marks, you must pay an administrative fee. If we find that there was a mistake in your mark, we will refund the administrative fee.

4.42 (GR)
We will not consider appeals against examination results that are made on academic grounds.

Further information on the Procedure for Consideration of Representations Concerning Decisions of Boards of Examiners is available on the website www.london.ac.uk/976.html.

5 Number of attempts permitted at an examination

5.1 (GR)
If you fail an examination, and you have not yet met the conditions to be considered for the relevant award, you may be allowed or required to resit the examination up to the maximum number of attempts as long as your registration has not expired.

5.2
The maximum number of attempts permitted at any examination is two.

5.3
You 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
It will be at our discretion if you can take further modules at the same time as any re-sit examination(s).

5.5 (GR)
As soon as you enter an examination hall to attempt a written paper examination this counts as an examination attempt. If you do not turn up for an examination, this will not normally count as an attempt.

5.6 (GR)
You will not be allowed to enter for an examination that you have already passed or for which credit has been awarded.

5.7 (GR)
The result you get for your most recent attempt at an examination will replace any mark or grade you were previously awarded for that examination unless the detailed programme regulations state otherwise. However, all your marks will appear on the diploma supplement.

5.8 (GR)
If you fail an examination for any module on the final attempt, your registration for that programme will end unless the Board of Examiners, or programme regulations, recommend otherwise.

5.9 (GR)
If you cancel your registration and then register afresh for a new programme, you will not be permitted to carry any failed attempts at modules from your previous registration.
5.10 (GR)
If you have already attempted examinations for the Postgraduate Certificate, then these will count towards the number of attempts allowed for modules of the Postgraduate Diploma.

5.11 (GR)
If you have already attempted examinations for the Postgraduate Certificate or Postgraduate Diploma, then these will count towards the number of attempts allowed for modules of the degree.

5.12
If we decide that your dissertation requires minor amendment, we will specify what amendments must be made and by when you must re-submit the amended dissertation. If the dissertation is failed completely, you 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.

5.13
If you pass the written examination for a module but receive a ‘Fail’ for the module overall, and you are yet to satisfy the conditions for the award, we may allow you to drop that module and replace it with an alternative module from within the programme. However, if you have failed a core module you must replace this with an untaken core module. We will not allow you to change modules if there are no remaining core modules or if the module is a compulsory requirement for the programme.

5.14
Under the conditions described in 5.13, the maximum number of modules you can be drop after passing the examination and receiving a Fail grade for the module overall is one if you are registered for a Postgraduate Diploma programmes and two if you are registered for an MSc or MBA programme.

5.15
If you are allowed to replace a failed module under the terms outlined in 5.13 and 5.14 you will be required to pay the fees, in full, for any new module that you take.

6 Assessment offences and penalties

6.1 (GR)
Allegations of assessment offence will be considered under the Procedures for the Consideration of Allegations of Assessment Offence, unless it is deemed more appropriate to refer them for consideration under University of London Ordinance 17: Code of Student Discipline. If you are subject to an allegation of assessment offence you will have all pending results withheld until your case is settled. If there is evidence that you have broken the regulations, a penalty may apply.

6.2 (GR)
All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. If you make use of somebody else’s work it must always be clearly attributed to them.

For fuller details on assessment offences and how to avoid them, see the Student Guide.

Examination related offences

6.3 (GR)
Unless you are told otherwise, the only materials you must enter the examination room with are your admission notice and pens. You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted. It is an assessment offence for you to take into, or use in, the examination room any materials or aids which are not permitted. This includes, but is not limited to, notes, mobile phones, tablets or electronic devices and materials that are allowed but which have been amended or annotated.

For more rules on the materials and aids that are allowed in the examination, see section 4.
6.4 (GR)
It is an assessment offence to fail to act on a routine instruction or reasonable request from an invigilator, or to engage in conduct that causes a disturbance in the examination room. Violent, indecent, disorderly, threatening or offensive behaviour or language used during an examination may be treated as a disciplinary matter under Ordinance 17: Code of Student Discipline.

6.5 (GR)
It is an assessment offence to exchange any information with another student during an examination. This includes, but is not limited to, speaking, gesturing, passing notes, copying or allowing your work to be copied.

6.6 (GR)
It is an assessment offence to reveal any details of an examination paper in such a way that a student who is yet to sit that paper may be advantaged. This includes, but is not limited to, online discussions.

6.7 (GR)
It is an assessment offence to take stationery or other materials from the venue in which the examination is held. This includes, but is not limited to, question papers and supplementary answer books.

**Plagiarism**

6.8 (GR)
Plagiarism is the intentional or unintentional use of somebody else's work, when it is not properly referenced and is therefore presented as your 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 assessment offence.

6.9 (GR)
Direct quotations from the published or unpublished work of any person must always be clearly identified and you must provide a full reference to the source in a proper form. Equally, if you summarise any person's ideas or judgements, you must credit that person in the text and give full details of the work you have summarised in a proper form.

For details on how to reference correctly and avoid plagiarism, see the Student Guide.

6.10 (GR)
It is an assessment offence to submit work which has been written jointly by two or more people unless explicitly stated otherwise in section 4. If two people submit identical or substantially similar pieces of work, this will be treated as plagiarism. You are responsible for protecting your own work and for preventing other students from copying from you.

6.11 (GR)
It is an assessment offence to submit assignments, essays, projects, reports, dissertations and other work more than once to satisfy different requirements of the same course, or which you have submitted previously to another course or institution, or for publication, unless the detailed regulations or programme specification state otherwise, or you have been given permission to do so. Submitting the same piece of work twice (or a significant part of the same piece of work) is an offence of 'self-plagiarism'.

6.12 (GR)
You must sign a declaration for all work you submit, stating that you understand what is meant by plagiarism and confirming that the work is entirely your own and that you have acknowledged any published or unpublished work of other people that you have referred to, in line with our requirements.

For further information on Statutes, Ordinances and Regulations, see [www.london.ac.uk/975.html](http://www.london.ac.uk/975.html)

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**7 Progression within the programme**

7.1
In any one year you may attempt examinations in a maximum of four modules.
7.2
You 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, we may allow you to sit two modules in one session.

7.3
If you are registered on an MSc programme, with the exception of MSc in Finance (Quantitative Finance), and you wish to write a dissertation, you are required to complete the assignments for FMM353 Research Methods first.

Progression from a Postgraduate Certificate or Postgraduate Diploma to a related degree

7.4 (GR)
To progress from a Postgraduate Certificate or Postgraduate Diploma to the degree, you must normally successfully complete the Postgraduate Certificate or Postgraduate Diploma and receive a recommendation from the Board of Examiners that you be allowed to progress to the degree. There is no guarantee of progressing to the degree even if you complete the Postgraduate Certificate or Postgraduate Diploma. There is normally no automatic progression from a Postgraduate Certificate or Postgraduate Diploma to the degree.

7.5
If you have been examined in all four of the Postgraduate Diploma modules and who have passed a minimum of three modules we may permit you to progress to a related MSc or the MBA. You 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
In the circumstances noted at 7.5, we may also recommend that you hold the pass at the Postgraduate Diploma. If you do not subsequently complete the MSc or MBA the Postgraduate Diploma will be awarded with effect from the year in which it was completed. If you successfully complete the MSc or MBA degree, the Postgraduate Diploma will no longer be valid and the MSc or MBA will be awarded.

7.7
If you accept the award of the Postgraduate Diploma you will not be permitted to re-register for the related MSc or the MBA at a later date. If you receive an invitation to transfer to the related MSc or MBA, but do not make a decision on award or transfer within three months of sitting your final examination, you 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.

8 Schemes of award

8.1
Modules are marked according to the following scales:

<table>
<thead>
<tr>
<th>Mark range</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>70+</td>
<td>Distinction</td>
</tr>
<tr>
<td>60-69</td>
<td>Merit</td>
</tr>
<tr>
<td>50-59</td>
<td>Pass</td>
</tr>
<tr>
<td>0-49</td>
<td>Fail</td>
</tr>
</tbody>
</table>
Postgraduate Diploma

<table>
<thead>
<tr>
<th>Mark range</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>50+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-49</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, you must normally pass both elements of the assessment, and in the written paper examination for the module concerned.

8.4
In order to pass any module you must achieve a grade of at least 50%.

8.5
For the award of:
- For an MSc, you must have attempted and normally have passed eight modules. At our discretion, and on meeting certain criteria, we may award the degree if you have passed in six modules;
- For the MBA, you must have attempted and normally have passed six modules. At our discretion, and on meeting certain criteria, we may award the degree if you have passed in four modules;
- For a Postgraduate Diploma, you must have attempted and normally have passed four modules. At our discretion, and on meeting certain criteria, we may award the diploma if you have passed in three modules.

8.6
To calculate the final grade all modules are weighted equally.

8.7
In order to be considered for the award of:
- Merit - you must obtain a mark of 50% or more in each module and an average mark of 60% across all modules.
- Distinction - you 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 Appendix B for information on how to achieve a particular mark.

9 Final diploma and diploma supplement

9.1 (GR)
If we grant you an award you will receive the following documents under our seal.
- A final diploma certificate
- A diploma supplement, which is a detailed record of your studies

See Glossary for a further explanation of a diploma supplement. It may take three to six months to receive the above documents.

Who is eligible for an award

9.2 (GR)
To be eligible for an award, you must have:
• registered with us for the relevant programme of study;
• met the requirements for the relevant award and kept fully to the regulations for the programme concerned; and
• paid all fees and accounts that are due.

We have the right to withhold the award if you fail to meet any of these conditions.

10 Fees and refunds

Fees

10.1 (GR)
Where they apply, you must pay all fees for the programme in full and in line with our deadlines.
Details of the fees payable will be given to students as they fall due. See also www.cefims.ac.uk

10.2
If you are registering for an MSc degree in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance), International Business Administration or Public Policy and Management, Postgraduate Diplomas in Economic Policy, Financial Sector Management, Quantitative Finance, Policy Studies or Public Management, or MSc degrees or Postgraduate Diplomas in Finance and Financial Law or Public Financial Management, you are 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.

or

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

10.3 (GR)
We have the right to change our published fees and to make extra charges. We may change our fees every year.

10.4
If you are permitted to transfer from the Postgraduate Diploma in Banking to the MBA you will not normally be required to pay a new registration fee but you will need to pay the difference between the registration fees from the time of your registration on the Postgraduate Diploma and your transfer to the MBA. You will also be required to pay any appropriate remaining module fees.

10.5
If you are permitted to transfer to an MSc degree from a related Postgraduate Diploma you will be required to pay the appropriate remaining module fees.

10.6 (GR)
If we allow you to transfer your registration to a different award you may be required to pay a new registration fee for that award or the appropriate continuing registration fee or remaining module fees, whichever apply.

10.7 (GR)
If you are registered for individual professional awards, and we allow you to progress to an award at level 7, you will have to pay the relevant registration fee and the fees for the remaining modules.

10.8 (GR)
If we allow you to transfer your registration to an alternative programme, you must pay the full fees for the new programme. We will decide if you must also pay administrative fees. Any unallocated fees that you have previously paid will be applied to your new programme.

10.9 (GR)
If we allow you to renew your registration after your first period of registration ends, you must pay the new registration fee in full. If your programme of study is being phased out, you will be charged a proportion of the full registration fee, depending on the number of years remaining before the last examination for your
programme. You must also pay any continuing registration fees or the appropriate remaining module fees under the regulations in force at that time.

**Refunds**

10.10 (GR)

There are statutory regulations in the UK relating to the refund of fees paid for services rendered. These regulations state that fees should be refunded where a cancellation request is received within fourteen days of the original delivery of that service. You can request a cancellation of any service and a full refund of the corresponding fees paid to us. All authorised refunds are refunded back to the payee.

A Postgraduate Diploma, MSc or MBA student can request a cancellation of a service by writing to: cefimsadmin@soas.ac.uk

10.11 (GR)

After the fourteen working day period described in 10.10, application handling fees, APL application fees and examination entry fees, as applicable, are not refundable. Examination entry fees cannot be transferred from one examination to another. If a request for a refund is not submitted within fourteen working days as described in 10.10, fees are not refundable and cannot be transferred to other services.

10.12 (GR)

If we decide to withdraw a programme, and you have not yet registered, we will give you a full refund of any pre-paid fees within fourteen days of receiving your request for a refund. If you have already registered for the programme, we will allow you to complete the programme according to the regulations on the notice period that applies.

10.13 (GR)

If you have registered for a programme for the first time and you are affected by a subsequent change in regulations or new set of regulations, you may be considered for a full refund of any fees you have paid. All requests must be submitted within three weeks of the publication of the new programme specification and regulations.

See paragraph 5 in Important Information regarding the Programme Specification and Regulations.

10.14 (GR)

If there is a maximum number of students that we can admit to a programme, we will refund your registration fees and module fees (if these apply) in full if you try to register but cannot because we have already reached the maximum number.

**11 Transfer of registration**

This section applies both to transfer between different programmes and within the same programme, unless indicated otherwise. If you wish to transfer from Structure B to Structure A, where applicable, should also refer to the rules set out below.

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

11.1 (GR)

We will consider all applications to transfer your registration on an individual basis. We will decide:

- whether to allow you to transfer your registration
- whether you must pay any extra fees and
- how long the new registration period will last for.

You will need to pay a fee if you transfer between programmes more than once. If we decide to refund any fees, the conditions in section 10 will apply.

11.2 (GR)

If you apply to transfer your registration after you have entered for any examination, we will not consider your application until after we have published the result of that examination. In deciding whether to allow you to transfer, we will take into account your examination record.
11.3 (GR)
If you are not allowed to transfer to a particular programme but you want to join that programme anyway, you must cancel your existing registration and apply to register afresh. You must already meet the entrance requirements for the programme.

Transfer from the Postgraduate Certificate or Postgraduate Diploma to the related degree

11.4 (GR)
If you have successfully completed the examinations for your Postgraduate Certificate or Postgraduate Diploma, but you have not accepted the award, you may apply to transfer your registration to the Postgraduate Diploma or degree (respectively). Your application to transfer will be subject to the rules of progression that apply to the Postgraduate Diploma or degree.

Transfer from the degree to the Postgraduate Certificate or Postgraduate Diploma

11.5 (GR)
You may only transfer your registration from the degree to the related Postgraduate Certificate or Postgraduate Diploma if a Postgraduate Certificate or Postgraduate Diploma are included in your programme specification and we agree to the transfer.

Transfer to other programmes at Level 7 of the FHEQ

11.6 (GR)
You can apply to transfer your registration to another programme at the same FHEQ level. You must satisfy the entrance requirements and any transfer regulations for the programme you want to transfer to. You may also be required to cancel your registration and register afresh.

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

11.7 (GR)
You will not be allowed to transfer your registration from a programme at FHEQ level 7 to a programme at FHEQ level 4, 5 or 6.

Transfer of College based students

11.8 (GR)
If you are studying as a College-based student of the University of London, you may apply to complete your studies for the same or similar award by transferring and registering as an International Programmes student.

12 Students with specific access requirements

12.1 (GR)
We operate an Inclusive Practice Policy.

12.2 (GR)
If you have specific access requirements, we will make every reasonable effort to meet your needs. This may include providing study materials in a different format (for example, large print) or by making special arrangements for examinations. If we are unable to provide the study materials in the format you have asked for, we will suggest an alternative where possible.

Inclusive Practice Policy is available here.

Special examination arrangements

12.3 (GR)
We will consider applications for you to use special aids or for extra time in written paper examinations if you have a disability or specific access requirements.
12.4 (GR)
A panel will consider requests to use special aids or for extra time in written paper examinations, and ensure that you are neither disadvantaged nor advantaged by any arrangements made when compared with other students. We cannot guarantee that special examination arrangements will be possible in every case.

12.5 (GR)
In very exceptional circumstances we may make special arrangements for you to take written paper examinations at a temporary examination centre, where this is an option. This may require an additional fee payment. We cannot arrange for you to take oral or practical examinations in a temporary examination centre although (in exceptional cases) we may allow you to use special aids during these exams. It is not normally possible to take written paper examinations in your home.

Students requiring special examination arrangements are strongly advised to apply for such arrangements well in advance. Further details are available on the website, http://www.londoninternational.ac.uk/sar.

13 Complaints, suspension and termination of registration

Complaints

13.1 (GR)
If you have a complaint against us you should follow the Procedure for University of London International Programmes Student Complaints available on the website.

Procedure for University of London International Programmes Student Complaints is available on the website, http://www.londoninternational.ac.uk/complaints.

Suspension and termination of registration by us

13.2 (GR)
If you fail to pay the appropriate fees or breach any relevant disciplinary or conduct code, we reserve 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).

13.3 (GR)
Your registration may be terminated if you are found to have obtained an offer of registration on the basis of a fraudulent, dishonest or incomplete statement.
Programme Specification for individual Professional Awards
2014–2015

For prospectus details about the programme, please see www.londoninternational.ac.uk/contact-us

Brief summary of provision for individual professional awards

See glossary for an explanation of terms.

Individual professional awards of the MSc degrees in Finance (Economic Policy), Finance (Financial Sector Management), Finance (Quantitative Finance), International Business Administration, Public Policy and Management, Postgraduate Diplomas in Economic Policy, Financial Sector Management, Quantitative Finance, Policy Studies, Public Management, MSc degrees and Postgraduate Diplomas in Finance and Financial Law and Public Financial Management 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 professional awards without registering for an award within the programmes listed above.

A student may choose whether or not to be formally assessed in the individual professional award 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. See Detailed Regulations for the provision of individual professional awards.

Students who have satisfactorily completed the assessment for an individual professional award for which they are registered will be sent two documents: a certificate of achievement and a diploma supplement. The diploma supplement will describe the nature, level and content of the programme that has been successfully completed, including a transcript of modules taken and marks achieved as well as the overall classification. It also provides further information about the role of the Lead College and method of study.

Level of individual professional awards

The FHEQ forms part of the UK Quality Code for Higher Education of the Quality Assurance Agency for Higher Education (QAA).

All individual professional awards 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 professional awards 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.

SOAS, University of London (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 and in the Student Guide.
Distance Learning enhanced by the CeFiMS Online Learning Environment.

Entrance requirements
Registration for some of the individual professional awards in International Management (China) has been discontinued.
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 professional awards.

Entrance requirements for awards at FHEQ Level 7
Programme requirements can be found by here

Qualifications:
You should check your programme requirements which are given on the CeFiMS website.

English language requirements:
Your programme will normally require a higher score than the threshold minimum English language requirements. You should check your programme requirements which are given on our website.

If you believe that you can demonstrate the language skills needed, but do not meet the English language requirements for your programme, we may still be able to consider your application.

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

- Programme resources on the Online Learning Environment
- 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

Students with Specific Access Requirements
Students with specific access requirements should refer to section 10 of the Detailed Regulations.

The University of London International Programmes welcomes applications from students with disabilities and/or specific access requirements. It aims to provide the appropriate support to enable students with specific access requirements to have the same chance as all other students to successfully complete their studies.
Every reasonable effort will be made to ensure that both the application procedure and the programme itself are organised and delivered to offer all students the opportunity to participate fully. Students with a disability or others who may need special arrangements to assist in taking examinations (such as a separate room or special aids) should complete the relevant section of the application form, or contact the Inclusive Practice Manager. Requests will be considered by a University panel, which aims to ensure that students with specific access requirements are neither advantaged nor disadvantaged when compared with other students.

**Sources of funding and scholarships**

Information about potential sources of funding and scholarships is updated annually and available on the prospectus web pages.

For information, please see [http://www.cefims.ac.uk//dl_registry/dl_fees.shtml](http://www.cefims.ac.uk//dl_registry/dl_fees.shtml) and [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)

**Progression and credit**

Refer to Section 6 of the Detailed regulations for the provision of individual professional awards

A student who successfully completes the assessment for one or more of the individual professional awards available as stand-alone modules may be considered for progression to a related Postgraduate Diploma or MSc degree. Credit for that individual professional award 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 course of a programme, credit indicates the amount of learning carried out in terms of the number of study hours needed, and a specified credit level indicates the depth, complexity and intellectual demand of learning involved.

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

Further information about the credit systems used by universities in the UK and Europe is available in:


**After graduation**

**Possible routes to further study**

Successful completion of the programme may serve as preparation for students who wish to go on to take further study in the subject area – whether to be undertaken at SOAS or elsewhere.

**Possible graduate employment routes**

These programmes are designed for those who wish to pursue careers in the financial services, government, development organisations, education and consultancy.

**Careers advice and resources**

The University of London’s Careers Service can provide confidential advice and guidance appropriate to the diverse needs of students, at any stage of their career. Advisers can assist on an individual basis (including help with career planning, CV writing and interview technique), in small groups or online, through the e-Advice service. Students may also make use of the dedicated careers library.

For further information, please see [www.thecareersgroup.co.uk](http://www.thecareersgroup.co.uk/) or [www.c2careers.com](http://www.c2careers.com/)
## Detailed regulations for the provision of individual professional awards

Throughout the Regulations, ‘we’ ‘us’ and ‘our’ mean the University of London; ‘you’ and ‘your’ mean the student, or where applicable all students.

### 1 Individual professional awards available for study on a stand-alone basis

**Appendix A** gives module outlines.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMM300</td>
<td>Public Policy and Management: Perspectives and Issues</td>
</tr>
<tr>
<td>FMM301</td>
<td>Public Financial Management: Planning and Performance</td>
</tr>
<tr>
<td>FMM302</td>
<td>Human Resource Management and Development</td>
</tr>
<tr>
<td>FMM303</td>
<td>E-Government <em>(Formerly known as Management Information and Information Systems)</em></td>
</tr>
<tr>
<td>FMM304</td>
<td>Decentralisation and Local Governance</td>
</tr>
<tr>
<td>FMM305</td>
<td>Public Financial Management: Revenue</td>
</tr>
<tr>
<td>FMM306</td>
<td>Managing Organisational Change</td>
</tr>
<tr>
<td>FMM311</td>
<td>Privatisation and Procurement Public–Private Partnerships</td>
</tr>
<tr>
<td>FMM312</td>
<td>Public Policy and Strategy</td>
</tr>
<tr>
<td>FMM313</td>
<td>The International Monetary Fund and Economic Policy</td>
</tr>
<tr>
<td>FMM321</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>FMM322</td>
<td>Bank Financial Management</td>
</tr>
<tr>
<td>FMM323</td>
<td>Risk Management: Principles and Applications</td>
</tr>
<tr>
<td>FMM325</td>
<td>Macroeconomic Policy and Financial Markets</td>
</tr>
<tr>
<td>FMM326</td>
<td>Banking and Capital Markets</td>
</tr>
<tr>
<td>FMM329</td>
<td>International Finance</td>
</tr>
<tr>
<td>FMM330</td>
<td>Econometric Principles and Data Analysis</td>
</tr>
<tr>
<td>FMM332</td>
<td>Econometric Analysis and Applications</td>
</tr>
<tr>
<td>FMM333</td>
<td>Derivatives</td>
</tr>
<tr>
<td>FMM338</td>
<td>Introduction to Law and to Finance</td>
</tr>
<tr>
<td>FMM339</td>
<td>Legal Aspects of Corporate Finance</td>
</tr>
<tr>
<td>FMM340</td>
<td>Financial Law</td>
</tr>
<tr>
<td>FMM341</td>
<td>Legal Aspects of International Finance</td>
</tr>
<tr>
<td>FMM342</td>
<td>Finance in the Global Market</td>
</tr>
<tr>
<td>FMM343</td>
<td>Regulation of International Capital Markets</td>
</tr>
<tr>
<td>FMM344</td>
<td>Corporate Governance</td>
</tr>
<tr>
<td>FMM345</td>
<td>Law and Regulation of Electronic Finance and Internet Banking</td>
</tr>
<tr>
<td>FMM353</td>
<td>Research Methods</td>
</tr>
<tr>
<td>FMM356</td>
<td>Bank Regulation and Resolution of Banking Crises</td>
</tr>
<tr>
<td>FMM357</td>
<td>Microeconomic Principles and Policy</td>
</tr>
<tr>
<td>FMM358</td>
<td>Modelling Firms and Markets</td>
</tr>
</tbody>
</table>
FMM359  Financial Econometrics  
FMM360  Public Policy and Management: Development Assistance  
FMM362  Advanced Topics in Valuation  
FMM364  Introduction to Valuation  
FMM365  The Economy of Sub-Saharan Africa  
FMM366  Banking Strategy  
FMM367  Managing the Trans-National Corporation  
FMM368  Management in Sub-Saharan Africa  
FMM369  Environmental and Social Impact Assessment  
FMM370  Management Accounting  
FMM371  International Business Strategy  
FMM372  Public Financial Management: Audit Compliance  
FMM373  Public Financial Management: Financial Reporting [IFRS]  
FMM374  Public Financial Management: Financial Reporting [IPSAS]  
FMM375  Project Appraisal  
FMM376  Management Information in Business  
FMM377  The Economy of China  
FMM378  Management in China  
FMM379  Project, Programme and Policy Evaluation  
FMM380  Regulation of Infrastructure and Utilities  
FMM381  Advanced Macroeconomic Models and Financial Policy  
FMM382  Financial Engineering  

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

You 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)

You can apply to take any module that is available unless you have already received a related award. In this case you may not normally take a module which is the same as, or equivalent to a module you have already passed.

1.5 (GR)

You can only select from available modules. Not all modules are available every year.

1.6

If you successfully complete the assessment for one or more of the individual professional awards available as stand-alone modules you may be considered for progression to the related Postgraduate Diploma or MSc degree. Credit for that individual professional award may also be considered provided that an application is made within three years of the completion of the relevant module or modules. Neither progression nor credit is automatic.
2 Registration

Effective date of registration
2.1 (GR)
There will be an effective date of registration for all students.

Period of registration
2.2
The maximum and minimum periods of registration will be:

<table>
<thead>
<tr>
<th>Credit bearing individual professional award</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>One year</td>
<td>Two years</td>
<td></td>
</tr>
</tbody>
</table>

2.3 (GR)
If you progress from a credit bearing individual module to the related award, we will grant you the maximum period of registration to complete the award, counted from the effective date of registration for the individual module. This maximum period of registration will be the same as the maximum registration period for other students who are registered for the same award.

2.4 (GR)
If you have not completed all the requirements of an award within the maximum period of registration, you may apply to renew your registration for a further maximum period specified by the programme for which you are registered. Our decision whether to allow you to extend or renew your registration will depend on your progress during your previous period of registration. If we approve your application, you must keep to the regulations that apply during the new period of registration and you must pay the registration fee and any other fees that apply.

You may apply for an extension of their registration for one additional year only. The Registration Extension form can be found on [www.cefims.ac.uk](http://www.cefims.ac.uk)

2.5 (GR)
Where renewal or extension of registration is permitted, the credit awarded for modules successfully completed will be at our discretion.

Confirmation of continuing study

Module enrolment can be completed online at [www.cefims.ac.uk](http://www.cefims.ac.uk)

2.6
You will be able to enrol on up to three modules throughout the year (no more than one module per study session). Module enrolment and payment of module fees must be made by the given deadline.

Cancellation of registration
2.7 (GR)
You can cancel your registration at any time.

Section 9 gives refund information.

Registration of our former students
2.8 (GR)
If you were previously registered with us or enrolled on a programme of study at a college of the University of London, you will only be allowed to register as a new International Programmes student if you meet the entrance requirements for your programme, and have paid us all fees and accounts that were due. If you do not meet this condition you will not be allowed to register again.
2.9 (GR)
If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you may be allowed to register again for a programme of study in a different subject or field of study.

2.10 (GR)
If you have previously received a University of London award, or if we cancelled your registration because you had taken an examination the maximum number of times allowed without success, you can only register for a programme of study in the same subject or field of study if we agree to this. We may not allow this for all programmes. We will consider all applications individually and we will decide whether to award any credit for modules you have previously passed.

2.11 (GR)
If we allow you to register again, you must pay a new registration fee. You will receive a new maximum period of registration relevant to that programme of study.

3 Assessment

3.1 (GR)
Examinations are governed by the regulations in force at the time of the examination and not at the time you initially registered or first attempted the examination concerned, except where the conditions for changing regulations with notice apply.

3.2 (GR)
When sitting an examination you must keep to the rules given in the Notice to Candidates, which you will receive with the Admission Notice, as well as the regulations given in this section.

3.3 (GR)
If you choose to be formally assessed for an individual module, you will be examined to the same standard as students who sit examinations for the related degree, diploma or certificate.

Assessment methods

3.4 (GR)
Credit bearing individual professional awards will be assessed using the forms of assessment associated with the degree, diploma or certificate.

See Glossary for the definition of ‘examination’ and written paper examination

3.5 (GR)
All examinations will be based on the syllabuses that are current for the year of the examination concerned. You must make sure that you have studied the correct syllabuses.

3.6
In the event of a significant change to the content or assessment of a module, or because the module has been withdrawn, there will be a notice period in which you can complete the assessment for the module concerned based on the module outline in use at the time of your registration.

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 2,500 words each, which will take the form of written work prepared in response to a task or tasks specified by us.

3.8
Assignments are expected to be 2,500 words in length. The word count excludes footnotes (provided they contain a reference and are not part of the assignment answer), endnotes, bibliography and figures. Tables which contain text will be included in the total word count, whilst tables which contain numerical data will not.
If an assignment exceeds the word limit by the specified amount, then tutors will implement the following deductions:

<table>
<thead>
<tr>
<th>Excess Length</th>
<th>Mark Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 10%</td>
<td>5 Marks</td>
</tr>
<tr>
<td>More than 10% up to and including 20%</td>
<td>10 Marks</td>
</tr>
<tr>
<td>More than 20% up to and including 30%</td>
<td>15 Marks</td>
</tr>
<tr>
<td>More than 30%</td>
<td>The work may be submitted and will be accepted. It will not be marked but will be assigned a grade of 0</td>
</tr>
</tbody>
</table>

3.9
You cannot sit the written paper examination for a module unless you have completed all the compulsory assignments for that module. If you sit a written paper for a module for which you have an incomplete assignment record you will be judged not to have completed the examination and will receive no mark for your performance in the written paper.

3.10
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’.

3.11 (GR)
Where necessary, examiners may change the format or the rubric of a written paper examination without giving notice.

3.12 (GR)
Written paper examinations are held at authorised examination centres worldwide. In countries where there is an authorised examination centre, you must use the facilities provided by that centre. We will not set up an alternative centre in those countries but, where possible, we will try to help if you need special examination arrangements.

See the website for the list of examination centres.

3.13 (GR)
All examinations are held at the discretion of the examination centre and you must keep to any conditions they may set.

3.14 (GR)
Oral (speaking) and aural (listening) examinations, if these apply, are normally held only in London. We may give an examination centre outside London permission to hold oral/aural examinations as long as we are satisfied with their arrangements for carrying out the examinations. If it is not possible for you to take the oral/aural examinations outside London, you can apply for permission to take these examinations in London and the written paper examinations elsewhere in the United Kingdom or Ireland or overseas.

Date of examinations
3.15
Written paper examinations take place from September to October each year.
3.16 (GR)
At any examination session, all students will sit the same written paper examination, on the same date, at the same local time, except where there are unavoidable delays in the arrangement. However, we have the right to set different papers in the same subject in separate countries and in different time zones.

3.17 (GR)
Where delays cannot be avoided in countries other than the United Kingdom, the examination centre will arrange for the relevant examinations to be taken with as little variation as possible from the original dates and times we have assigned to them. You must keep to these revised arrangements. We have the right not to mark an examination taken at a different time from the time we set.

Submission of assignments

3.18
Completed assignments must be submitted via the Online Learning Environment no later than the submission dates given on the module timetables.

3.19
An assignment may be submitted late only with our approval and we will specify the additional period allowed. Assignments that are submitted late without our approval will be subject to penalties and may be returned unmarked. This could affect your eligibility to sit examinations.

3.20
With each assignment you must accept the no plagiarism declaration via the online submission procedure to confirm that the completed assignment is all your own work and that there has been no plagiarism.

3.21
It is your responsibility to retain a copy of your assignment in the event of any electronic difficulties in its submission to, or return, from the university.

Sitting examinations

3.22 (GR)
If you want to sit an examination in any given year, you must have:

- registered with us as an International Programmes student for the relevant programme of study; and
- entered for the examination in line with our and the appropriate examination centre’s instructions and deadlines and paid all relevant fees.

3.23 (GR)
You must apply to the relevant examination centre for permission to sit the examination with them. We cannot accept responsibility for making local examination arrangements for you. The examination centre will decide whether to accept or refuse your application to enter an examination with them.

3.24 (GR)
All examination centres normally charge a local examination centre fee which is separate to any examination entry fee that is paid to us. You must pay this fee directly to the centre each time you enter an examination. We are only responsible for local examination centre fees charged at University of London centres in London. For all other examination centres, we are not responsible for the examination fee and cannot set the level of examination fee charged.

3.25 (GR)
You must provide the answers to all examinations in English, except where the syllabus or rubric for an examination states otherwise.

3.26 (GR)
When sitting a written paper examination, the examination centre has the right to ask you to stay in the examination room for the whole time allowed for the relevant examination.

3.27 (GR)
We own all examination scripts and we will not return them to students. We will keep all question papers.

3.28 (GR)
If the markers cannot read your script, they will pass it to the Chair of the Board of Examiners and the External or Intercollegiate Examiner. If the Board of Examiners and the External or Intercollegiate Examiner cannot read your script, you will be assigned a mark of zero for the illegible parts and this may result in a fail. This will count as an examination attempt.

If you find handwriting difficult due to medical or learning difficulties, you should apply to us for special arrangements to be made. Further information is available on the website http://www.londoninternational.ac.uk/sar

Materials and aids allowed in the examination room

See section 5 for assessment offences and penalties

3.29 (GR)
You must complete examinations without aids, unless stated otherwise in the individual module descriptions or any permitted materials list provided with your admission notice.

3.30 (GR)
You must not take electronic communication devices into the examinations. These include, but are not limited to, personal digital assistants (PDAs) and mobile phones.

3.31 (GR)
The use of calculators in the examination is strictly controlled. You may only use a calculator in examinations if this is stated in the module description, noted on the permitted materials list or noted on the examination question paper.

3.32 (GR)
We will not provide calculators. You are responsible for providing your own calculator and for making sure that it meets the conditions set out below and it is in working order for the examination. You should make sure that you have a spare calculator (which must also meet the conditions set out below) in case your calculator fails during the examination, or you must be prepared to continue the examination without a calculator. You are not allowed to borrow another student’s calculator during the examination. If you use an electronic calculator in an examination, you must write on your examination script the name and type of calculator you used.

3.33 (GR)
If you are allowed to use a calculator in an examination, you must keep to the conditions listed below, unless the module description or the information provided with your admission notice tells you otherwise.

Calculators must:
- be hand-held, compact and portable;
- be quiet when in use;
- have no external wires;
- be non-programmable; and
- not be capable of receiving, storing or displaying user-supplied non-numerical data.

You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages).

3.34 (GR)
If you use a calculator that does not meet the above conditions, you will have committed an assessment offence and the rules governing such offences will apply.

3.35 (GR)
It is an examination offence to take into, or use in, the examination room any unauthorised materials or aids. You must not take into the examination room, or consult during the examination, any books, notes, instruments or other materials or aids that are not allowed. You must give any of these items to the invigilator before the examination starts.
Mitigating circumstances during the examination sessions

3.36 (GR)
Mitigating Circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance. You must contact us with details of any mitigating circumstances you wish to be considered within three weeks of the last examination in the session concerned. We will not normally consider mitigating circumstances if you do not contact us within this period. You will be asked to provide any formal certification you may have in relation to your circumstances.

Further details on mitigating circumstances are available on the website.

Administrative re-check of marks

3.37 (GR)
You may apply to us to recheck your results if you think a mark you have received is due to an administrative error.

3.38 (GR)
If you want to apply for an administrative recheck of your marks, you must do so by specific deadlines and by following the procedure set out on your student portal.

Details are available through the student portal, my.londoninternational.ac.uk

3.39 (GR)
If you want to apply for an administrative recheck of your marks, you must pay an administrative fee. If we find that there was a mistake in your mark, we will refund the administrative fee.

3.40 (GR)
We will not consider appeals against examination results that are made on academic grounds.

Further information on the Procedure for Consideration of Representations Concerning Decisions of Boards of Examiners is available on the website http://www.london.ac.uk/976.html.

4  Number of attempts permitted at an examination

4.1 (GR)
If you fail an examination, and you have not yet met the conditions to be considered for the relevant award, you may be allowed or required to resit the examination up to the maximum number of attempts as long as your registration has not expired.

4.2
The maximum number of attempts permitted at any examination is two.

4.3
You 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)
As soon as you enter an examination hall to attempt a written paper examination this counts as an examination attempt. If you do not turn up for an examination, this will not normally count as an attempt.

4.5 (GR)
You will not be allowed to have a second attempt at any examination, or part of examination, that you have already passed.

4.6 (GR)
You will not be allowed to re-enter for an examination that you have previously passed and been awarded credit.
4.7 (GR)
The result you get for your most recent attempt at an examination will replace any mark or grade you were previously awarded for that examination unless the programme regulations state otherwise. However, all your marks will appear on the diploma supplement.

4.8 (GR)
If you fail an examination for any module on the final attempt, your registration for that programme of study will end unless the Board of Examiners, or programme regulations, recommend otherwise.

5 Assessment offences and penalties

5.1 (GR)
Allegations of assessment offence will be considered under the Procedures for the Consideration of Allegations of Assessment Offence, unless it is deemed more appropriate to refer them for consideration under University of London Ordinance 17: Code of Student Discipline. If you are subject to an allegation of assessment offence you will have all pending results withheld until your case is settled. If there is evidence that you have broken the regulations, a penalty may apply.

5.2 (GR)
All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. If you make use of somebody else’s work it must always be clearly attributed to them.

For fuller details on assessment offences and how to avoid them, see the Student Guide.

Examination related offences

5.3 (GR)
Unless you are told otherwise, the only materials you must enter the examination room with are your admission notice and pens. You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted. It is an assessment offence for you to take into, or use in, the examination room any materials or aids which are not permitted. This includes, but is not limited to, notes, mobile phones, tablets or electronic devices and materials that are allowed but which have been amended or annotated.

For further rules on materials and aids permitted in the examination, see section 3.

5.4 (GR)
It is an assessment offence to fail to act on a routine instruction or reasonable request from an invigilator, or to engage in conduct that causes a disturbance in the examination room. Violent, indecent, disorderly, threatening or offensive behaviour or language used during an examination may be treated as a disciplinary matter under Ordinance 17: Code of Student Discipline.

5.5 (GR)
It is an assessment offence to exchange any information with another student during an examination. This includes, but is not limited to, speaking, gesturing, passing notes, copying or allowing your work to be copied.

5.6 (GR)
It is an assessment offence to reveal any details of an examination paper in such a way that a student who is yet to sit that paper may be advantaged. This includes, but is not limited to, online discussions.

5.7 (GR)
It is an assessment offence to take stationery or other materials from the venue in which the examination is held. This includes, but is not limited to, question papers and supplementary answer books.

Plagiarism

5.8 (GR)
Plagiarism is the intentional or unintentional use of somebody else’s work, when it is not properly referenced and is therefore presented as your 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 assessment offence.

5.9 (GR)
Direct quotations from the published or unpublished work of any person must always be clearly identified and you must provide a full reference to the source in a proper form. Equally, if you summarise any person’s ideas or judgements, you must credit that person in the text and give full details of the work you have summarised in a proper form.

For details on how to reference correctly and avoid plagiarism, see the Student Guide.

5.10 (GR)
It is an assessment offence to submit work which has been written jointly by two or more people unless explicitly stated otherwise in section 3. If two people submit identical or substantially similar pieces of work, this will be treated as plagiarism. You are responsible for protecting your own work and for preventing other students from copying from you.

5.11 (GR)
It is an assessment offence to submit assignments, essays, projects, reports, dissertations and other work more than once to satisfy different requirements of the same module, or which you have submitted previously to another programme or institution, or for publication, unless the detailed regulations or programme specification state otherwise, or you have been given permission to do so. Submitting the same piece of work twice (or a significant part of the same piece of work) is an offence of 'self-plagiarism'.

5.12
You must sign a declaration for all work you submit, stating that you understand what is meant by plagiarism and confirming that the work is entirely your own and that you have acknowledged any published or unpublished work of other people that you have referred to, in line with our requirements.

For further information on Statutes, Ordinances and Regulations, see www.london.ac.uk/975.html.

6 Progression from individual professional awards

6.1 (GR)
If you successfully complete the formal assessment for a credit bearing individual module, then this may be taken into account if you progress to another award. We will decide if you are allowed to progress.

6.2 (GR)
All applications for progression from an individual module to a related award will be considered on an individual basis. We will decide if you are allowed to progress.

6.3 (GR)
If you do not complete the formal assessment for an individual module, you will still be allowed to progress to an award as long as you satisfy the entrance requirements for the award that you are progressing to.

7 Marks

7.1
The pass mark for an individual module is 50.

See Appendix 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)
If you are registered with us for individual professional awards, you will receive a *certificate of registration* if you have:
- complied with the Regulations in all respects; and
- paid all due fees to the University.

8.2 (GR)
We will present you with a *certificate of achievement* if you have:
- successfully completed the assessment for an individual module that you are registered for
- successfully completed any study requirements for the individual module and kept fully to the regulations for the programme concerned
- paid all fees and accounts that are due.

See Glossary for a further explanation of a diploma supplement. It may take three to six months to receive the above documents.

8.3 (GR)
We have the right to withhold the certificate if you fail to meet any of these conditions.

9 Fees and refunds

Fees

9.1 (GR)
Where they apply, you must pay all fees for your programme of study in full and in line with our deadlines.

9.2 (GR)
We have the right to change our published fees and to make extra charges. We may change our fees every year.

9.3 (GR)
If you are registered for individual professional awards, and you are allowed to progress to an award at level 7, you will have to pay the relevant registration fee and the fees for the remaining modules.

9.4 (GR)
If we allow you to transfer your registration to an alternative programme of study, you must pay the full fees for the new programme. We will decide if you must also pay administrative fees. Any unallocated fees that you have previously paid will be applied to your new programme.

9.5 (GR)
If we allow you to renew your registration after your first period of registration ends, you must pay the new registration fee in full. You must also pay any module fees under the regulations in force at that time.

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

Refunds

9.6 (GR)
There are statutory regulations in the UK relating to the refund of fees paid for services rendered. These regulations state that fees should be refunded where a cancellation request is received within fourteen days of the original delivery of that service. You can request a cancellation of any service and a full refund of the corresponding fees paid to us by sending a request in writing through your student portal. The request must
be received by us within seven working days of the original delivery of that service. All authorised refunds are refunded back to the payee.

An Individual Module student can request a cancellation of a service by writing to cefimsadmin@soas.ac.uk

9.7 (GR)
After the fourteen working day period described in 9.6, application handling fees, accreditation of prior learning application fees and examination entry fees, as applicable, are not refundable. Examination entry fees cannot be transferred from one examination to another. If a request for a refund is not submitted within fourteen working days as described in 9.6 fees are not refundable and cannot be transferred to other services.

An Individual Module student should refer to www.cefims.ac.uk for details about fees and refunds

9.8 (GR)
If we decide to withdraw a programme, and you have not yet registered, we will give you a full refund of any pre-paid fees within fourteen days of receiving your request for a refund. If you have already registered for the programme, we will allow you to complete the programme according to the regulations on the notice period that applies.

9.9 (GR)
If you have registered for a programme of study for the first time and you are affected by a subsequent change in regulations or new set of regulations, you may be considered for a full refund of any fees you have paid. All requests must be submitted within three weeks of the publication of the new programme specification and regulations.

See paragraph 5 in Important Information regarding the Programme Specification

9.10 (GR)
If there is a maximum number of students that we can admit to a programme, we will refund your registration fees and module fees (if these apply) in full if you try to register but cannot because we have already reached the maximum number.

10 Students with specific access requirements

10.1 (GR)
We operate an Inclusive Practice Policy.

10.2 (GR)
If you have specific access requirements, we will make every reasonable effort to meet your needs. This may include providing any study materials in a different format (for example, large print) or by making special arrangements for examinations. If we are unable to provide the study materials in the format you have asked for, we will suggest an alternative where possible.

Inclusive Practice Policy is available here.

Special examination arrangements

10.3 (GR)
We will consider applications for you to use special aids or for extra time in written paper examinations if you have a disability or specific access requirements.

10.4 (GR)
A panel will consider requests to use special aids or for extra time in written paper examinations, and ensure that you are neither disadvantaged nor advantaged by any arrangements made when compared with other students. We cannot guarantee that special examination arrangements will be possible in every case.

10.5 (GR)
In very exceptional circumstances we may make special arrangements for you to take written paper examinations at a temporary examination centre, where this is an option. This may require an additional fee payment. We cannot arrange for you to take oral or practical examinations although (in exceptional cases)
we may allow you to use special aids during these exams. It is not normally possible to take written paper examinations in your home.

Students requiring special examination arrangements are strongly advised to apply for such arrangements well in advance. Further details are available on the website, [http://www.londoninternational.ac.uk/sar](http://www.londoninternational.ac.uk/sar).

11 Complaints, suspension and termination of registration

Complaints

11.1 (GR)

If you have a complaint against us you should follow the Procedure for University of London International Programmes Student Complaints available on the website.

Procedure for University of London International Programmes Student Complaints is available on the website, [http://www.londoninternational.ac.uk/complaints](http://www.londoninternational.ac.uk/complaints).

Suspension and termination of registration by us

11.2 (GR)

If you fail to pay the appropriate fees or breach any relevant disciplinary or conduct code, we reserve 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).

11.3 (GR)

Your registration may be terminated if you are found to have obtained an offer of registration on the basis of a fraudulent, dishonest or incomplete statement.
Appendix A – Module Structures and Module Outlines

Note: Students should note that the module code is given next to the module title in Appendix A of the Programme Specification and Detailed Regulations.

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 http://www.cefims.ac.uk/cgi-bin/programmes.cgi

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 modules 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 [C343]
FMM344  Corporate Governance [C344]
FMM345  Law and Regulation of Electronic Finance and Internet Banking [C345]
FMM353  Research Methods [C353]
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 (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]
- FMM326 Banking and Capital Markets [C326]
- FMM305 Public Financial Management: Revenue [C305]

MSc in Finance (Economic Policy)

The MSc Finance (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.

Structure A:

*This structure is available to students registered on the MSc in Finance (Economic Policy) with effect from 1 November 2012 or later.*

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]
- FMM326 Banking and Capital Markets [C326]
- FMM305 Public Financial Management: Revenue [C305]

+ Three elective modules chosen from:

- FMM342 Finance in the Global Market [C342]
- FMM356 Bank Regulation and Resolution of Banking Crises [C356]
- 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]
FMM375  Project Appraisal [C375]
FMM353  Research Methods [C353]
FMM354  Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)

and

any untaken core modules.

Structure B:

This structure is only available to students registered on the MSc in Finance (Economic Policy) with effect from 1 June 2012 or earlier. The final examinations for this structure will be held in 2017.

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]
FMM305  Public Financial Management: Revenue [C305]

+ Three elective modules chosen from:
FMM342  Finance in the Global Market [C342]
FMM356  Bank Regulation and Resolution of Banking Crises [C356]
FMM326  Banking and Capital Markets [C326]
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 (Financial Sector Management).
### Four modules chosen from:

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<tr>
<td>FMM321</td>
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<tr>
<td>FMM342</td>
<td>Finance in the Global Market [C342]</td>
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<tr>
<td>FMM356</td>
<td>Bank Regulation and Resolution of Banking Crises [C356]</td>
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<tr>
<td>FMM362</td>
<td>Advanced Topics in Valuation [C362]</td>
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<tr>
<td>FMM364</td>
<td>Introduction to Valuation [C364]</td>
</tr>
<tr>
<td>FMM366</td>
<td>Banking Strategy [C366]</td>
</tr>
<tr>
<td>FMM322</td>
<td>Bank Financial Management [C322]</td>
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</table>

### MSc in Finance (Financial Sector Management)

The MSc Finance (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.

### Structure A:

*This structure is available to students registered on the MSc in Finance (Financial Sector Management) with effect from 1 November 2012 or later.*

#### Five compulsory core modules:

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#### Three elective modules chosen from:

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<td>FMM323</td>
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<td>Modelling Firms and Markets [C358]</td>
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<td>Microeconomic Principles and Policy [C357]</td>
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<td>FMM344</td>
<td>Corporate Governance [C344]</td>
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<tr>
<td>FMM356</td>
<td>Banking Regulation &amp; Resolution of Banking Crises [C356]</td>
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<td>FMM364</td>
<td>Introduction to Valuation [C364]</td>
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</tr>
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<td>Research Methods [C362]</td>
</tr>
<tr>
<td>FMM354</td>
<td>Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)</td>
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Structure B:

This structure is only available to students registered on the MSc in Finance (Financial Sector Management) with effect from 1 June 2012 or earlier. The final examinations for this structure will be held in 2017.

Five core modules chosen from:

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<td>Banking and Capital Markets</td>
<td>C326</td>
</tr>
<tr>
<td>FMM342</td>
<td>Finance in the Global Market</td>
<td>C342</td>
</tr>
<tr>
<td>FMM356</td>
<td>Bank Regulation and Resolution of Banking Crises</td>
<td>C356</td>
</tr>
<tr>
<td>FMM322</td>
<td>Bank Financial Management</td>
<td>C322</td>
</tr>
</tbody>
</table>

Three elective modules chosen from:

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<th>Module Code</th>
<th>Module Title</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMM323</td>
<td>Risk Management: Principles and Applications</td>
<td>C323</td>
</tr>
<tr>
<td>FMM330</td>
<td>Econometric Principles and Data Analysis</td>
<td>C330</td>
</tr>
<tr>
<td>FMM332</td>
<td>Econometric Analysis and Applications</td>
<td>C332</td>
</tr>
<tr>
<td>FMM359</td>
<td>Financial Econometrics</td>
<td>C359</td>
</tr>
<tr>
<td>FMM333</td>
<td>Derivatives</td>
<td>C333</td>
</tr>
<tr>
<td>FMM325</td>
<td>Macroeconomic Policy and Financial Markets</td>
<td>C325</td>
</tr>
<tr>
<td>FMM329</td>
<td>International Finance</td>
<td>C329</td>
</tr>
<tr>
<td>FMM313</td>
<td>The International Monetary Fund and Economic Policy</td>
<td>C313</td>
</tr>
<tr>
<td>FMM358</td>
<td>Modelling Firms and Markets</td>
<td>C358</td>
</tr>
<tr>
<td>FMM357</td>
<td>Microeconomic Principles and Policy</td>
<td>C357</td>
</tr>
<tr>
<td>FMM301</td>
<td>Public Financial Management: Planning and Performance</td>
<td>C301</td>
</tr>
<tr>
<td>FMM305</td>
<td>Public Financial Management: Revenue</td>
<td>C305</td>
</tr>
<tr>
<td>FMM353</td>
<td>Research Methods</td>
<td>C353</td>
</tr>
<tr>
<td>FMM354</td>
<td>Dissertation</td>
<td>C354</td>
</tr>
</tbody>
</table>

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 (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 modules. (The programme’s Academic Director will advise on your module choices).

Four modules chosen from:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Code</th>
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<tbody>
<tr>
<td>FMM330</td>
<td>Econometric Principles and Data Analysis</td>
<td>C330</td>
</tr>
<tr>
<td>FMM332</td>
<td>Econometric Analysis and Applications</td>
<td>C332</td>
</tr>
<tr>
<td>FMM359</td>
<td>Financial Econometrics</td>
<td>C359</td>
</tr>
<tr>
<td>FMM323</td>
<td>Risk Management: Principles and Applications</td>
<td>C323</td>
</tr>
<tr>
<td>FMM333</td>
<td>Derivatives</td>
<td>C333</td>
</tr>
</tbody>
</table>
The MSc Finance (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:**

- 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]
- 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]
- FMM354 Dissertation [C354]

*and*

any untaken core modules.

**MSc in Public Policy and Management**

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 modules in any combination, enabling you to select a study path that is best suited to your specialism, skills and objectives.

**Structure A:**

*This structure is available to students registered on the MSc in Public Policy and Management with effect from 1 November 2012 or later.*

**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]
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.

Structure A:

**Structure B:**

This structure is only available to students registered on the MSc in Public Policy and Management with effect from 1 June 2012 or earlier. The final examinations for this structure will be held in 2017.

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** E-Government (Formerly known as Management Information and Information Systems) [C303]
- **FMM304** Decentralisation and Local Governance [C304]
- **FMM305** Public Financial Management: Revenue [C305]
- **FMM306** Managing Organisational Change [C306]
- **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]
- **FMM369** Environmental and Social Impact Assessment [C369]
- **FMM375** Project Appraisal [C375]
- **FMM372** Public Financial Management: Audit and Compliance [C372]
- **FMM374** Public Financial Management: Financial Reporting [IPSAS] [C374]
- **FMM379** Project, Programme and Policy Evaluation [C379]
- **FMM380** Regulation of Infrastructure and Utilities [C380]

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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.

Structure A:
This structure is available to students registered on the Postgraduate Diploma in Public Financial Management with effect from 1 November 2012 or later.

Four modules chosen from:

- **FMM301** Public Financial Management: Planning and Performance [C301]
- **FMM304** Decentralisation and Local Governance [C304]
- **FMM305** Public Financial Management: Revenue [C305]
- **FMM311** Privatisation and Public–Private Partnerships [C311]
- **FMM360** Public Policy and Management: Development Assistance [C360]
- **FMM375** Project Appraisal [C375]
- **FMM372** Public Financial Management: Audit and Compliance [C372]
- **FMM374** Public Financial Management: Financial Reporting [IPSAS] [C374]

or

- **FMM373** Public Financial Management: Financial Reporting [IFRS] [C373]

Structure B:

This structure is only available to students registered on the Postgraduate Diploma in Public Financial Management with effect from 1 June 2012 or earlier. The final examinations for this structure will be held in 2017.

Four modules chosen from:

- **FMM301** Public Financial Management: Planning and Performance [C301]
- **FMM304** Decentralisation and Local Governance [C304]
- **FMM305** Public Financial Management: Revenue [C305]
- **FMM311** Privatisation and Public–Private Partnerships [C311]
- **FMM360** Public Policy and Management: Development Assistance [C360]

MSc in Public Financial Management

This programme will provide students with skills and knowledge in the field of public finance. It ranges across all applications, whether in budgeting, revenue policy, financial reporting and audit, compliance or where financial matters take a central position in policy, such as in public-private partnerships or fiscal decentralisation.

Three compulsory core modules:

- **FMM325** Macroeconomic Policy and Financial Markets [C325]
- **FMM301** Public Financial Management: Planning and Performance [C301]
- **FMM305** Public Financial Management: Revenue [C305]

+ One core module chosen from:

- **FMM374** Public Financial Management: Financial Reporting [IPSAS] [C374]

or

- **FMM373** Public Financial Management: Financial Reporting [IFRS] [C373]

+ Four elective modules chosen from:

- **FMM304** Decentralisation and Local Governance [C304]
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 E-Government (Formerly known as Management Information and Information Systems) [C303]
- FMM306 Managing Organisational Change [C306]
- FMM360 Public Policy and Management: Development Assistance [C360]
- FMM379 Project, Programme and Policy Evaluation [C379]
- FMM380 Regulation of Infrastructure and Utilities [C380]

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 modules move through techniques of policy analysis and implementation to discussion of particular policy issues. The learning 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]
- FMM379 Project, Programme and Policy Evaluation [C379]
- FMM380 Regulation of Infrastructure and Utilities [C380]
Postgraduate Diploma in Banking

The Postgraduate Diploma is only available to students registered with effect from 1 June 2014 or earlier. The last examinations for the Postgraduate Diploma will be held in 2019.

This Diploma enables people with specialised skills to develop an understanding of a broader range of subjects involved in modern banking. The Postgraduate 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.

Structure A:

This structure is available to students registered on the Postgraduate Diploma in Banking with effect from 1 November 2012 or later.

One compulsory core module:
FMM366 Banking Strategy [C266]

+  

Three elective 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]
FMM326 Banking and Capital Markets [C226]
FMM340 Financial Law [C240]
FMM345 Law and Regulation of Electronic Finance and Internet Banking [C245]
FMM356 Banking Regulation and Resolution of Banking Crises [C256]
FMM364 Introduction to Valuation [C264]
FMM362 Advanced Topics in Valuation [C362]

Structure B:

This structure is only available to students registered on the Postgraduate Diploma in Banking with effect from 1 June 2012 or earlier. The final examinations for this structure will be held in 2017.

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 in Banking

The MBA in Banking is only available to students registered with effect from 1 November 2014 or earlier. The last examinations for the MBA in Banking will be held in 2019.

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 an understanding of 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 specialist subjects.

Structure A:
This structure is available to students registered on the MBA in Banking with effect from 1 November 2012 or later.

Three compulsory core modules:
FMM322 Bank Financial Management [C222]
FMM366 Banking Strategy [C266]
FMM364 Introduction to Valuation [C264]

Three elective modules chosen from:
FMM321 Corporate Finance [C221]
FMM323 Risk Management: Principles and Applications [C223]
FMM325 Macroeconomic Policy and Financial Markets [C225]
FMM326 Banking and Capital Markets [C226]
FMM340 Financial Law [C240]
FMM345 Law and Regulation of Electronic Finance and Internet Banking [C245]
FMM356 Banking Regulation and Resolution of Banking Crises [C256]
FMM362 Advanced Topics in Valuation [C362]

Structure B:
This structure is only available to students registered on the MBA in Banking with effect from 1 June 2012 or earlier. The final examinations for this structure will be held in 2017.

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]
FMM366 Banking Strategy [C266]
FMM364 Introduction to Valuation [C264]

Postgraduate Diploma in International Management (China)
The Postgraduate Diploma is only available to students registered with effect from 1 January 2013 or earlier. The last examinations for this structure will be held in 2017.

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]
- FMM370 Management Accounting [C370]

**MSc International Management (China)**

*The MSc degree is only available to students registered with effect from 1 January 2013 or earlier. The last examinations for this structure will be held in 2017.*

Now that China is one of the world’s leading economies, 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.

**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)
- FMM370 Management Accounting [C370]
MSc International Business Administration

International businesses have a growing need for senior personnel with high quality management skills and specialist regional knowledge. As the regions of Asia and of Africa take roles as leading and emerging economies in the world, this MSc International Business Administration responds to this need. Students will study the interplay between global and local factors that influence management decisions in business.

Two compulsory core modules:

FMM371 International Business Strategy [C371]
FMM367 Managing the Trans-National Corporation [C367]

+ Two core modules chosen from:

FMM366 Banking Strategy [C366]
FMM321 Corporate Finance [C321]
FMM344 Corporate Governance [C344]
FMM342 Finance in the Global Market [C342]
FMM373 Financial Reporting (IFRS) [C373]
FMM364 Introduction to Valuation [C364]
FMM370 Management Accounting [C370]
FMM376 Management Information in Business [C376]
FMM323 Risk Management: Principles and Applications [C323]

+ Two core modules chosen from:

FMM377 The Economy of China [C377]
and
FMM378 Management in China [C378]
or
FMM365 The Economy of Sub-Saharan Africa [C365]
and
FMM368 Management in Sub-Saharan Africa [C368]

+ Two elective modules chosen from:

FMM353 Research Methods [C353]
FMM354 Dissertation [C354] (pre-requisite FMM353 [C353] Research Methods)
and
any untaken core modules.
Appendix B – Assessment criteria

These guidelines reflect the standards of work expected at postgraduate level.
The following criteria will be used in determining the marks awarded for the tutor marked assignments for all modules and for the dissertation:

80 and above (Distinction)
A mark of 80+ will fulfil the following criteria:
• very significant ability to plan, organise and execute independently a research project or coursework assignment;
• very significant ability to evaluate literature and theory critically and make informed judgements;
• very high levels of creativity, originality and independence of thought;
• very significant ability to evaluate critically existing methodologies and suggest new approaches to current research or professional practice;
• very significant ability to analyse data critically;
• outstanding levels of accuracy, technical competence, organisation, expression.

70-79 (Distinction)
A mark in the range 70-79 will fulfil the following criteria:
• significant ability to plan, organise and execute independently a research project or coursework assignment;
• clear evidence of wide and relevant reading, referencing and an engagement with the conceptual issues;
• capacity to develop a sophisticated and intelligent argument;
• 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;
• correct referencing;
• significant ability to analyse data critically;
• original thinking and a willingness to take risks.

60-69 (Merit)
A mark in the range 60-69 will fulfil the following criteria:
• ability to plan, organise and execute independently a research project or coursework assignment
• strong evidence of critical insight and thinking;
• a detailed understanding of the major factual and/or theoretical issues and directly engages with the relevant literature on the topic;
• clear evidence of planning and appropriate choice of sources and methodology with correct referencing;
• ability to analyse data critically;
• capacity to develop a focussed and clear argument and articulate clearly and convincingly a sustained train of logical thought.

50-59 (Pass below Merit)
A mark in the range 50-59 will fulfil the following criteria:
• Ability to plan, organise and execute a research project or coursework assignment;
• a reasonable understanding of the major factual and/or theoretical issues involved;
• evidence of some knowledge of the literature with correct referencing;
• ability to analyse data;
• shows examples of a clear train of thought or argument;
• the text is introduced and concludes appropriately.

40-49 (Fail)
A Fail will be awarded in cases which:
• limited ability to plan, organise and execute a research project or coursework assignment;
• some awareness and understanding of the literature and of factual or theoretical issues, but with little development;
• limited ability to analyse data;
• incomplete referencing;
• limited ability to present a clear and coherent argument.

20-39 (Fail)
A Fail will be awarded in cases which:
• very limited ability to plan, organise and execute a research project or coursework assignment;
• fails to develop a coherent argument that relates to the research project or assignment;
• does not engage with the relevant literature or demonstrate a knowledge of the key issues;
• incomplete referencing;
• contains clear conceptual or factual errors or misunderstandings;
• only fragmentary evidence of critical thought or data analysis.

0-19 (Fail)
A Fail will be awarded in cases which:
• no demonstrable ability to plan, organise and execute a research project or coursework assignment;
• little or no knowledge or understanding related to the research project or assignment;
• little or no knowledge of the relevant literature;
• major errors in referencing;
• no evidence of critical thought or data analysis;
• incoherent argument.

The following criteria will be used in determining the marks awarded for the written paper examinations for all modules:

80+ (Distinction)
A mark of 80+ will fulfil the following criteria:
• very significant ability to evaluate literature and theory critically and make informed judgements;
• very high levels of creativity, originality and independence of thought;
• outstanding levels of accuracy, technical competence, organisation, expression;
• shows outstanding ability of synthesis under exam pressure.

70-79 (Distinction)
A mark in the 70-79 range will fulfil the following criteria:

• 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;
• shows significant ability of synthesis under exam pressure.

60-69 (Merit)
A mark in the 60-69 range will fulfil the following criteria:

• 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 choice of sources and methodology, and ability of synthesis under exam pressure.

50-59 (Pass)
A mark in the 50-59 range will fulfil the following criteria:

• 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.

40-49 (Fail)
A Fail will be awarded in cases in which:

• there is some awareness and understanding of the factual or theoretical issues, but with little development;
• misunderstandings are evident;
• there is some evidence of planning, although irrelevant/unrelated material or arguments are included.

20-39 (Fail)
A Fail will be awarded in cases which:

• fail to answer the question or to develop an argument that relates to the question set;
• do not engage with the relevant literature or demonstrate a knowledge of the key issues;
• contain clear conceptual or factual errors or misunderstandings.

0-19 (Fail)
A Fail will be awarded in cases which:

• show no knowledge or understanding related to the question set;
• show no evidence of critical thought or analysis;
• contain short answers and incoherent argument.
**Accreditation of prior learning (APL)**

Accreditation of prior learning (APL) is defined as the recognition of previously acquired learning which can be mapped against particular learning outcomes of courses or modules within a programme. A student who is awarded APL for a specific course or module is considered to be exempt from study and assessment of the course/module. This means that the student is considered to have completed the course/module for the purposes of progression within the programme. The mark obtained for a course/module for which APL has been awarded will not be carried forward to the student’s record and will not contribute towards the award.

Students should note that their transcript will identify any course/module for which APL has been granted, however, the mark obtained for a course/module for which APL has been granted will not be carried forward to the student’s record and will not contribute towards the classification of the award.

Accreditation of prior learning has previously been called ‘exemption’.

**Admission Notice**

An Admission Notice is provided to each student who has entered an examination. The Admission Notice contains the student's candidate number and confirmation of the dates and times of the examination(s) for which they have entered.

**Aegrotat degree**

This is an honours degree awarded without classification (i.e. an unclassified degree). A student registered for a degree at Level 6 of the FHEQ who is unable to sit one or more examinations to complete the award, or feels that their performance has been adversely affected, because of illness or another cause (eg the death or a near relative) can sometimes be awarded an Aegrotat degree. The award is made on the understanding that the student would otherwise have passed the degree.

**Appendix**

The Appendices are part of the regulations and supplement the Detailed Regulations.

**Assessment**

Assessment is the means by which a student's ability, progress and achievement are measured against criteria. The purpose of assessment is for students to demonstrate that they have fulfilled the intended aims and learning outcomes of the programme of study and achieved the standard required for the award they seek.

**Assessment criteria**

The assessment criteria describe how to achieve a particular mark or result. Assessment criteria are based on the intended learning outcomes for the work being assessed, the knowledge, understanding and skills markers expect a student to display in the assessment task. Assessment criteria are given in an Appendix to the Detailed Regulations.

**Award**

An award is a qualification. It may be a degree, postgraduate diploma or postgraduate certificate with a specific title. The level of each award is defined within the Framework for Higher Education Qualifications.

**Awarding body**

The awarding body refers to the institution that awards the student their degree. An International Programmes Student receives a University of London award, and therefore the University is the awarding body.
Board of Examiners

A Board of Examiners is appointed for each programme or for each group of related programmes. The Lead College nominates Board members and these are then contracted to the University for their services. The Board of Examiners follows guidelines and regulations laid down by the University, part of which is to ensure that assessment is, and can be demonstrated to be, fair and impartial. A Board’s responsibilities include the setting of papers, marking of scripts and determining student results.

Compulsory course/module

A compulsory course/module is an individual element which must be taken (i.e. the examination must be attempted) as part of the requirements for the programme concerned.

Course/module

Individual elements of a programme are called modules at postgraduate level and courses at undergraduate level for the University of London International Programmes. Each element is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

Credit

The credit value of a course/module indicates ‘how much’ learning is expected. All postgraduate modules are designated FHEQ Level 7. A student is awarded credit after they have successfully completed a course/module to which credit has been assigned.

Each course/module to which credit has been assigned has only one level for its credit; qualifications/awards may include courses/modules with credit at more than one level.

One credit represents 10 notional study hours.

A bachelor’s degree with honours normally includes the equivalent of a minimum of three years full-time study which would be expressed as 360 credits, or 3,600 notional study hours.

If mapped to the European Credit Transfer and Accumulation System (ECTS), the 360 credits would be equivalent to 180 ECTS credits.

For more information on academic credit in higher education in England, see [www.qaa.ac.uk](http://www.qaa.ac.uk)

Credit bearing individual courses/modules

These are individual courses or modules that may be taken into account for admission, and for credit, to a related or unrelated degree or diploma provided the formal assessment of the course/module has been successfully completed.

(See also individual course/module)

Credit transfer

A student may be considered for credit for a subject that was passed during a previous registration with the University of London or, in the case of the LLB degree, for studies towards an appropriate degree at another university acceptable to the University of London. Where credit is given, the mark obtained for the subject previously studied will be carried forward to the student’s record and may contribute towards the award, in accordance with the scheme of award for the programme concerned.

Diploma Supplement (see also ‘Final diploma’)

A Diploma Supplement is a document that accompanies every final diploma awarded to successful students. The model used was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international ‘transparency’ and fair academic and professional recognition of awards. It provides a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the student. Included also is a detailed record of a student’s examination results in the form of a transcript.

Effective date of registration

All students are given an effective date of registration. The effective date of registration may differ from the date on which the student actually registered. Some programmes have one or more effective dates of registration. The effective date of registration indicates the point from which the length of a student’s
registration is calculated. It determines the year in which a student may first enter an examination and when their registration expires.

**Examination**

The term ‘examination’ refers to all the methods used to examine the student in a particular course/module. Methods include a written paper examination, coursework, project, dissertation, or online participation requirements. (See also ‘assessment’.)

**Examination attempt**

A student who enters an examination room to attempt a written paper examination will be considered to have made an examination attempt.

**Examination centre**

An examination centre is a place where a student goes to attempt their written paper examinations. The University has approved examination centres worldwide. Students are required to sit any written paper examinations at one of these centres.

**Exclusion**

Where courses/modules may not be taken together under any circumstances, normally because there is an overlap in content.

**Exit Award**

An exit award can be made by the Board of Examiners to students who exit a programme of study before completion, but who have met the credit requirements of the exit awards. Students cannot register for exit awards. These awards may only be made at the discretion of the Board of Examiners.

**Extension of registration**

Where a student’s registration is extended by a specified period.

**Final diploma**

The final diploma is the certificate (or parchment) that a student receives from the University when they have successfully completed an award of the University.

**Formal assessment**

This is the means by which credit bearing individual courses/modules are examined. The forms of assessment associated with the appropriate level of study are used.

**Framework for Higher Education Qualifications (FHEQ)**

The FHEQ forms part of the UK Quality Code for Higher Education of the Quality Assurance Agency for Higher Education (QAA). University of London awards are identified as being at one of the levels contained within the FHEQ.

**General regulation**

General regulations establish threshold requirements upon which programme-specific regulations are based.

**Guidelines for Examinations**

The Guidelines for Examinations contain the details of the responsibilities and conduct of examinations for University of London International Programmes.

**Individual courses/modules**

For some programmes, a student may register for individual courses/modules (also referred to as ‘short courses’ or ‘career and personal development study’ in some instances).

Individual courses/modules do not lead to an award but may be considered for entry and/or credit towards, a programme leading to an award. There are separate regulations governing provision of individual courses/modules.
Institutions with Diploma teaching status

Students who are registered for some named Diploma awards are required to attend an institution that has been recognised by the University of London International Academy to teach the diploma. Institutions with Diploma teaching status may teach diplomas once they have been approved to do so by the Lead College and the University of London, subject to meeting a set of agreed criteria.

Intermediate award

A student who withdraws before completing the target award may be offered an intermediate award. Any criteria for obtaining an intermediate award are set out in Section 9, Receiving the final Diploma and Diploma Supplement, in the detailed programme regulations.

International Programmes Student

A student who is registered with the University of London International Academy, studying for one of the University of London International Programmes. (Previously referred to as an ‘External student’.)

Laws Consortium

The group of University of London Colleges that has responsibility for the academic management and development of the undergraduate Laws programme.

Lead College

A single College or Institute (the Lead College) has responsibility for the academic management and development of individual programmes of study and related student matters.

Learning outcomes

Statement of what a learner/student is expected to know, understand and /or be able to demonstrate after completion of a process of learning.

Module/course

Individual elements of a programme are called modules at postgraduate level and courses at undergraduate level for the University of London International Programmes. Each element is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

Non-credit bearing individual courses/modules

These are individual courses/modules that may not be taken into account for admission to a related or unrelated degree or diploma. No credit or accreditation of prior learning for the related or unrelated degree or diploma will be given.

Notice to Candidates

The Notice to Candidates contains the prescribed rules for the examination. The notice to candidates is provided to students together with the Admission Notice.

Notional study hours

Notional study hours give an indication of the number of hours it will take an average student to meet a specific set of learning outcomes of a particular course/module or a full diploma/degree.

Occasional student

For some undergraduate programmes, a student who is not registered for a full degree, diploma or certificate as an International Programmes Student may register as an Occasional student to take one or more subjects. An Occasional student does not receive an award but receives a certificate of completion for subjects for which an examination is passed.

With effect from 1 September 2010, a student will no longer be able to register under Occasional student and Supplementary subjects arrangements.
Plagiarism

Plagiarism is the presentation of another person’s thoughts or words as if they were the student’s own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages quoted are copied and without giving the source of those passages.

Prerequisite

A prerequisite is a specified course/module/ that must be passed before the student is permitted to attempt the examination for another particular course/module.

Programme or programme of study

A programme or programme of study is a structured pathway (or pathways) of learning designed to equip a person with knowledge, understanding, subject specific skills and key skills relevant to the requirements for an award. It usually leads to an award.

Programme Specification

A Programme Specification is a concise description of the intended learning outcomes of a programme, and the means by which the outcomes are achieved and demonstrated. It gives a concise description of the key parameters of the programme concerned. The Programme Specification is regulatory in nature and is supplemented by the Detailed Regulations.

Progression

Progression is the term given to the process by which a student proceeds within a particular programme of study. In order to progress a student must satisfy certain conditions, usually involving attempting and passing a certain number of courses/modules.

Quota

A quota is a set number of students who may be registered in any given year. When a specific programme has a quota, applicants who meet the entrance requirements will be given a conditional offer of registration. Registration will then be confirmed on payment of the appropriate fee and if the quota for that year has not yet been met. A student whose registration is not confirmed will be made a conditional offer of registration for the following study year.

Related/unrelated programme

Where an individual course/module is associated with a particular degree, diploma and/or certificate, these are referred to as 'related' programmes. Unrelated programmes are those which have no association with the individual courses/modules.

Scheme of award

The scheme of award shows how marks are awarded and how a student's results are calculated both for individual courses/modules/ and for the award as a whole.

Short courses

See individual courses/modules

Syllabus

The syllabus (also referred to as course/module outline) gives a detailed description of the content of a course/module and its intended learning outcomes. All Programme Specifications and Detailed Regulations have an appendix with a detailed syllabus for the respective programme.

Student Handbook

There is a student handbook or manual for most programmes offered to International Programmes Students. The handbook contains advice and guidance for students on academic and practical matters including important procedures.
Subject benchmark
Subject benchmarks set out expectations about standards of degrees in a range of subject areas, as defined by the QAA. They describe what gives a discipline its coherence and identity, and define what can be expected of a graduate in terms of the abilities and skills needed to develop understanding or competence in the subject.

Supplementary subjects
For some programmes, a student who has already been awarded a degree or other award as an International Programmes Student may apply to register for additional subjects from that same programme. These are called ‘Supplementary subjects’.

With effect from 1 September 2010, a student will no longer be able to register under Occasional student and Supplementary subjects arrangements.

Transcript
The University will issue an official transcript which shows the courses/modules a student has studied and the marks a student has obtained for each course/module. The transcript will be issued as part of the diploma supplement document (see diploma supplement). If further transcripts are required, these can be obtained from the transcripts office and these will be certified using the signature of the Chief Operating Officer of the University of London International Programmes and his official Seal.

Transfer
Transfer is the process by which students may move between programmes in accordance with specific rules. Where the transfer is from diploma (or access route) to degree this is sometimes referred to as ‘progression’ as the student is considered to be moving from level of award to another level.

University
The University of London. The University of London is a federation of independent Colleges and Central Academic Bodies.

University of London International Academy
A Central Academic Body of the University of London collaborating with twelve Lead Colleges. The product of this collaboration is the University of London International Programmes.

University of London International Programmes
The Colleges of the University of London and the University of London International Academy collaborate to deliver the University of London International Programmes.

Written paper examination
A written paper examination is an examination which the student writes in a controlled environment. These are the examinations that are taken at examination centres worldwide. A time limit is given and students are not permitted to use any aids, except where these are indicated in the Detailed Regulations or Notice to Candidates.
Related documents and other sources of information

Student Handbook/manual
For most programmes there is a Student Handbook or manual. Typically they contain information on procedures that students will need to follow, with important dates, and academic advice and guidance on how to study and prepare for examinations.
Where available for a programme, the handbook/manual is sent to students when they register and usually annually when any relevant fees are paid.
See: www.londoninternational.ac.uk/community-support-resources/current-students/handbooks.

Admission Notice and Notice to Candidates
An Admission Notice is provided to each student who has entered an examination. The Admission Notice contains the student's candidate number and confirmation of the dates and times of the examination(s) for which they have entered.
The Notice to Candidates contains the prescribed rules for the examination. The notice to candidates is provided to students together with the Admission Notice.
These are sent to each student who enters an examination.
Further information is in the Student Handbook/manual.

Student complaints procedure
The University has a procedure for considering complaints made by International Programmes Students. The objective is to solve problems quickly, simply and fairly.
See: www.londoninternational.ac.uk/complaints

Framework for Higher Education Qualifications (FHEQ)
The FHEQ forms part of the Quality Code of the Quality Assurance Agency for Higher Education (QAA). University of London awards are identified as being at one of the levels contained within the FHEQ.
See: www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/default.aspx

List of examination centres
An examination centre is a place where a student goes to attempt their written paper examinations. The University has approved examination centres worldwide. Students are required to sit any written paper examinations at one of these centres.
See: http://www.londoninternational.ac.uk/community-support-resources/current-students/examinations/examination-centres

List of institutions with Diploma Teaching status
For some undergraduate diplomas, registered students are required to attend a teaching institution that has Diploma Teaching status. Diploma Teaching status is granted to a teaching institution through application by the institution and inspection by the Lead College (or Undergraduate Laws Programme) against its established criteria.
Details are in the Regulations.
See also the structure for the relevant programmes on the University of London International Programmes website: www.londoninternational.ac.uk

Guidelines for Examinations
These guidelines contain the details of the responsibilities and conduct of University of London International Academy Boards of Examiners.
See: www.londoninternational.ac.uk/sites/default/files/magazine/guidelines_for_examinations_11_12.pdf
Quality Framework
The Quality Framework outlines the key principles in which the quality assurance partnership between the central University and the Lead Colleges/Consortia is based

Inclusive Practice Policy
The University has a policy by which the needs of students with disabilities and/or specific access requirements are considered in terms of both their studies and their examinations.

More information can be found on: www.londoninternational.ac.uk/sar

Student Charter
The University has a Student Charter which is intended to state key mutual obligations between the University of London International Programmes and its International Programmes Students

See: www.londoninternational.ac.uk/distance-flexible-learning/student-charter