



## **General Regulations All Degree Programmes**

1. These Regulations apply to all persons having registered for a course or programme of study at the Courtauld Institute of Art. They are made subject to the Articles of Association of the Courtauld Institute of Art and to the Ordinances of the University. Any disputes arising from the application of the Regulations shall be governed by the Laws of England currently in force.

2. The Regulations may be amended or suspended by the Academic Board at its discretion.

3. In these Regulations,

*The Institute* is the Courtauld Institute of Art.

*The Academic Board* is the body set up in accordance with Article 19 of the Articles of Association.

*Academic year* normally means the nine-month period extending from the beginning of October to the beginning of July.

The word *year* when used without limitations means a calendar year.

*The Academic Registrar* is the Academic Registrar of the Institute unless otherwise indicated.

### **Authority to make awards**

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## **Admission as a student**

### ***Application for admission***

8. Any person seeking admission as a student of the Institute shall apply for admission in the manner prescribed by the Institute.

9. In the case of an undergraduate programme all applications for admission must be submitted through the Universities Central Admissions System (UCAS)

10. In the case of a postgraduate course all applications or admission must be made to the Academic Registrar.

11. The prospectuses and supplementary literature published by the Institute shall contain details of the conditions of admission, tuition fees, scholarships and residential accommodation, and it is a condition of admission that applicants shall have familiarised themselves with these details.

### ***Entrance requirements for undergraduates***

12. In order to be registered at the Institute to study for an undergraduate degree in the History of Art, a candidate must:

12.1 be at least 17 years of age unless the Institute exceptionally agrees to waive this requirement;

12.2 satisfy or be properly exempted from the course entrance requirements;

12.3 satisfy or be properly exempted from the English language requirements in force at the proposed time of admission.

13. Students will not normally be permitted to register for a degree at the Institute if they would be concurrently registered for another degree, diploma or equivalent at any other institution, including any college of the University of London.

14.

18. Notwithstanding regulation 17, candidates possessing alternative qualifications obtained by written examination may also be considered by the Institute for registration for a Master's degree. The Institute may require such a candidate to pursue the course for the period of a least one year longer than the minimum period prescribed in the individual course Regulations and/or may prescribe a qualifying examination for such a candidate.

19. An application for registration will also be required to meet any additional entrance requirements specified in the relevant course Regulations.

20. English language and other tests may be prescribed by the Institute.

***Entrance requirements for research students***

21. In addition to the University minimum entrance requirements, the Institute normally requires a candidate to have at least a good Upper Second Class degree in the History of Art or another relevant discipline, and normally an MA in the History of Art, or another relevant discipline, usually with a distinction mark in the dissertation element. The Institute does not normally consider candidates for admission who have received a mark below 65% in their MA dissertations. Candidates who have yet to acquire basic research skills are generally recommended to take an

- 25.2 Fees paid in connection with registration entitle student to tuition, use of Institute facilities and services, including libraries and assessment (other than repeated assessment).
- 25.3 Students who are in arrears with their tuition fees may have their registration suspended and their degree withheld. If a student in arrears has only ever been temporarily enrolled, they shall be deregistered or have their enrolment deferred to the following academic year. Any extra costs incurred in the recovery of fees will be charged to the student. While their registration is suspended or they have been deregistered, students are not entitled to receive supervision or to use the facilities of the Institute.
- 25.4 Full registration shall be valid until the end of the current academic year, or until the end of the programme, or until withdrawal or exclusion from the Institute, whichever shall be the sooner.
- 25.5 Temporary registration shall last until such time as the Institute shall prescribe in each individual case. Students shall not be considered fully enrolled until they have paid at least 50% of their tuition fee, and the Institute will deregister any student who has failed to satisfy this condition by the end of Week 5 of the Autumn Term.

26. On enrolment, the Academic Registrar shall provide the student with a registration card. Any member of staff of the Institute may require production of this card at any time to establish entitlement to enter the Institute or to take part in its activities. A replacement may be obtained for a lost or damaged card, on payment of a fee to be determined by the Academic Registrar from time to time.

27. Students are entitled to take part in all prescribed learning activities and to use all the relevant services of the Institute as set out from time to time, for the period of their registration. A person who is not registered as a student shall not be entitled to take part in any activity of the Institute as a student.

## **Assessment**

32. The assessment of students shall be conducted by Boards of Examiners appointed from time to time by the Academic Board, such boards to include at least one member external to the Institute.

33. By registering for a course the student undertakes to be assessed in that course according to the means published by the Institute.

34. The Director may exclude from an examination of the Institute any student who has not completed the relevant course of study.

35. Students shall be assessed in accordance with such Regulations as may be current at the time of the assessment.

36. A candidate may withdraw from an examination by writing to the Academic Registrar not less than seven days before the date for the beginning of the examination prescribed by the Institute and in such a case the candidate will not be regarded as having attempted the assessment. All other candidates will be regarded as having attempted except that in the case of illness or other adequate cause, for which certification must be provided, a candidate may be permitted at the discretion of the Institute to withdraw from the examination in the week before it begins and up to and including the date of his/her first paper provided that he/she has not entered the examination hall.

37. At the discretion of the Board of Examiners special arrangements may be made for a candidate who is ill or otherwise disabled to take his/her examination. Applications under this regulation must be made by the student as early as possible after registration and must reach the Records & Assessment Supervisor no later than six weeks before the date of the candidate's first examination test. Applications received after this date will be considered only in the case of sudden illness or accidental injury.

38. Except where provision for re-assessment is specified in the individual course regulations, a candidate who does not at his/her first attempt successfully complete the examination may, subject to the agreement of the Institute when such re-assessment would involve further attendance at the Institute, re-

45. At any examination by written papers taken under supervision or where the Regulations for any qualification provide for part of an examination to consist of 'take-away' papers, essays, or other work written in a candidate's own time, coursework assessment or any similar form of test, the work submitted by the candidate must be his/her own and any quotation from the published or unpublished works of other persons must be duly acknowledged.

46. Failure to observe any of the provisions of regulations 42-45 above will constitute an examination offence. All examination offences will be treated as cheating or irregularities of a similar character under the Regulations governing assessment offences for taught degrees and diplomas.

47. All answers to examination questions must be written in English unless instructions are given to the contrary.

48. The copyright in examination papers is vested in the Institute. All examination scripts are the property of the Institute and will not be returned to candidates.

49. Save where the Regulations for any particular award otherwise provide, essays submitted in lieu of written papers, and dissertations, reports, practical and laboratory notebooks and field reports are not returnable to candidates. Marks and/or grades obtained by candidates at examinations will be routinely issued to candidates in confidence for their personal information following the examination concerned.

#### **Eligibility for an award**

50. To be admitted to a degree, diploma or certificate a candidate must:

- 50.1 have completed to the satisfaction of the Institute the course of study prescribed in the Regulations for the particular award for which he/she is registered;
- 50.2 have been examined in all parts of the examination prescribed for that degree, diploma or certificate and shown a competent knowledge in the examination as a whole
- 50.3 not be in debt to the Institute or to the University of London. For such a student no report shall be made on the result of the examination until the Institute is satisfied that the debt has been fully discharged.