



UCL

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UCL Academic Manual 2023-24

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.1.1

UCL Foundation Year

Programme Regulations

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# 1. Introduction

- 1.1. A foundation year adds an additional year of preparation to an existing degree programme. It aims to bridge the gap between prior learning and degree study, for those who do not yet meet the full entry requirements of the degree course of their choice. The additional year – the foundation year – enables the student to strengthen their post-18 Level 3 attainment, to give them prior knowledge and study skills to enter into year one of an honours degree. The foundation year content will be subject-specific and offered as an initial component of a fully integrated Bachelors or Integrated Masters degree.
- 1.2. Programmes will be designated as ‘with foundation year’ on application via UCAS, although the subsequent award will not carry this title, only that of the subsequent Bachelors or Integrated Masters degree.
- 1.3. Successful completion of a given foundation year leads to automatic progression to year one of a specified UCL degree programme.

With the exception of the specific variations listed in section 2 below, foundation years will be governed by UCL’s standard regulations pertaining to undergraduate programmes.

- 1.4. These Programme Regulations provide supplemental regulatory information in accordance with the framework of the UCL Academic Manual for the delivery and support of students registered on degrees ‘with foundation year’.
- 1.5. The modules that comprise the foundation year carry no credit and are not ascribed a qualification level. The terminology full-module relates to a module consisting of 300 learning hours (equivalent to 30 credits) and by extension a double-module and half-module consist of 600 hours and 150 hours of study respectively.

## 2. Assessment Regulations

The regulations for assessment of foundation year modules are detailed in the [Assessment Framework for Taught Programmes](#) but are also subject to programme specific regulations as detailed below.

The following sections of chapter 4 of the Academic Manual are not applicable to the Foundation Year:

- Section 3 Module Assessment: 3.7, 3.9, 3.10, 3.12
  - Section 3.12 is applicable in conjunction with programme specific regulations specified in 2.5 below
- Section 9 Progression & Award
- Section 10 Classification
- Section 11 Consequences of Failure
- Section 12 Interim Qualifications
- Section 14 Award of Degrees

### 2.1 Reassessment

- 2.1.1 Foundation year students are permitted one attempt only at each assessment. Students who fail to achieve a percentage mark equal to or greater than the relevant pass mark shall not be permitted to re-sit any part of the assessment, unless granted retrospective deferral of the affected assessment via approval of an Extenuating Circumstances application.

## 2.2 Pass Mark

- 2.2.1 In order to pass a foundation year module, students must achieve a weighted average of at least 60.00%.

## 2.3 Extenuating Circumstances

- 2.3.1 Foundation year students with valid Extenuating Circumstances will be offered alternative assessment arrangements as agreed by the Chair of the Foundation Year Extenuating Circumstances Panel provided this can be achieved within a reasonable timescale for the student.
- 2.3.2 Where it is not possible to reschedule the assessment or to offer an alternative form of assessment for students with valid Extenuating Circumstances within the session, it may be possible for students to undertake up to a full-module of assessment in the following academic year.

## 2.4 Progression

- 2.4.1 In order to progress from the foundation year of a programme to year one of the programme a student must pass all modules in the foundation year programme
- 2.4.2 All modules within a foundation year are non-condonable (must be passed).
- 2.4.3 The Extenuating Circumstances Panel may permit a student to Provisionally Progress to a subsequent year of study and to undertake a Deferral with or without Tuition in a maximum of a full-module of assessment in tandem with the next year's modules (see Chapter 4 Section 9.4 Provisional Progression) .

## 2.5 Coursework Deadlines & Late Submissions

### Late Submission Penalties

For modules in the foundation year the following will apply.

#### 2.5.1 Component Mark/ Grade of 60.00-100.00%

- Up to 2 working days late: Deduction of 10 percentage points or 1 Letter Grade, but no lower than 60.00%
- 2-5 working days late: Mark capped at 60.00%
- More than 5 working days late: Mark of 1.00%

#### 2.5.2 Component Mark/ Grade of 1.00-59.99%

- Up to 2 working days late: No Penalty
- 2-5 working days late: No Penalty
- More than 5 working days late: Mark of 1.00%

- 2.5.3 With the except of those derogations specified above, all other aspects of Chapter 4, Section 3.2 of the Academic Manual will apply.