



**UNIVERSITY  
OF LONDON**  
INTERNATIONAL  
PROGRAMMES

# Programme Specification      2011-2012 and Regulations

---

## **MSc degree and Postgraduate Diploma in Information Security**

**(Including provision for individual modules)**

**Important document – please read.**

This document contains important information that governs your registration, assessment and programme of study.

# Programme Specification and Regulations

## MSc degree and Postgraduate Diploma and Individual Modules in Information Security

### Contents

#### Important information regarding the Programme Specification and Regulations ..... 2

#### Programme Specification ..... 4

Title and name of awards..... 4

Programme structures..... 5

Educational aims and learning outcomes of the programmes ..... 8

Teaching, learning and assessment strategies .9

Quality evaluation and enhancement..... 10

#### Detailed Regulations for the MSc degree and Postgraduate Diploma..... 12

1 Structure of the programmes ..... 12

2 Credit transfer and accreditation of prior learning ..... 14

3 Registration..... 15

4 Assessment for the programme..... 17

5 Number of attempts permitted at an examination ..... 22

6 Assessment offences and penalties ..... 23

7 Progression within the programme..... 24

8 Schemes of award ..... 25

9 Receiving the final Diploma and Diploma Supplement..... 27

10 Fees and refunds ..... 27

11 Transfer of registration..... 29

12 Students with specific access requirements ..... 31

13 Complaints, suspension and termination of registration ..... 32

#### Summary of provision for individual modules ..... 33

Brief summary of provision for individual modules..... 33

#### Detailed Regulations for the provision of Individual Modules..... 36

1 Individual modules available for study on a stand-alone basis..... 36

2 Registration ..... 37

3 Assessment..... 39

4 Number of attempts permitted at an examination..... 43

5 Assessment offences and penalties ..... 43

6 Progression from individual modules ..... 45

7 Marks ..... 45

8 Receiving the Certificate of Registration and Certificate of Achievement ..... 46

9 Fees and refunds ..... 46

10 Students with specific access requirements ..... 47

11 Complaints, suspension and termination of registration ..... 48

#### Annex A – Structure ..... 49

Postgraduate Diploma in Information Security 49

MSc in Information Security ..... 50

#### Annex B – Module Outlines ..... 51

Core element..... 51

Options element ..... 52

#### Annex C Assessment Criteria..... 56

#### Glossary of terms ..... 58

#### Related documents and other sources of information ..... 64

# Important information regarding the Programme Specification and Regulations

## 1

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

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

## 2

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

## 3

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

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

## 4

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

## 5

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

- Two years' notice will be given when a module is withdrawn, when a syllabus is substantially amended, when a prerequisite for a module is introduced, and when the assessment method for a subject is changed.
- Five years' notice will be given if the University decides to withdraw the programme.
- All other regulations may be amended without notice. If a change to the regulations is considered to have an adverse effect on student, appropriate student consultation will take place prior to introducing the change to a current student cohort. Normally, major changes to a programme will only be introduced for a new cohort of students.

Examples of changes to the regulations which can be considered to have an adverse 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 courses and changes to pass marks or the classification of the award.

## **6**

Students registered for the programmes covered by this programme specification and regulations are registered with the University of London International Academy. The University of London International Academy is based on a partnership between the University of London and certain Colleges of the University. The Colleges of the University of London and the University of London International Academy collaborate to deliver the University of London International Programmes.

## **7**

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

## Programme Specification

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.

### Title and name of awards

See glossary for an explanation of terms.

Master of Science in Information Security (MSc)

Postgraduate Diploma in Information Security

Individual modules can be taken, up to a maximum of four.

### Level of the programmes

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

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

- MSc – Level 7
- Postgraduate Diploma – Level 7

### Relevant QAA subject benchmarks group(s)

See the [QAA website](#) for information:

Not applicable

### Awarding body

University of London

### Registering body

[www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)

University of London International Academy

### Lead College

See [Glossary](#) for an explanation.

[Royal Holloway](#), University of London

### Accreditation by professional or statutory body

Not applicable

### Language of study and assessment

See also [section 4](#) of the Detailed Regulations.

English

## Mode of study

Find further details about student support in the [student handbook](#).

Study is by distance and flexible learning.

However, for an adjusted fee students may be permitted to study a limited number of modules on campus at Royal Holloway, University of London through **Mixed-mode study**. Mixed-mode study enables students to study some modules by distance and flexible study and others on campus at Royal Holloway, University of London. Whilst on campus, students may study a module over a single term, or over a concentrated period of time (normally one week).

## Programme structures

### MSc degree

See full details in [section 1](#) of the Detailed Regulations.

The **MSc Information Security** consists of three elements:

- the **Core** element, comprising four compulsory core modules.
- plus
- the **Options** element, comprising two modules chosen from a list of options.
- plus
- a Project.

In order to progress to the Project a student must have completed the Core element and obtained an average of at least 50% in it.

No accreditation of prior learning for modules will be considered. Applications for credit from students and graduates of the University of London will be considered on a discretionary basis.

Details of credits and accreditation of prior learning are to be found in [section 2](#) of the Detailed Regulations.

Students who undertake individual modules may later apply to transfer to the MSc degree or the Postgraduate Diploma in Information Security and gain credit for the modules already passed.

Similarly, students registered for the Postgraduate Diploma may apply to transfer to the MSc degree and gain credit for the modules already passed.

Full details are in [section 11](#) of the Detailed Regulations.

The maximum number of years for one period of registration and minimum number of years for one period of registration, from a student's effective date of registration are:

	Minimum	Maximum
<b>MSc degree in Information Security</b>	Two years	Five years

The period of registration includes any interruption of studies taken by the student. On expiry of the maximum number of years of one period of registration, a student may apply for an extension.

Full details are in [section 3](#) of the Detailed Regulations.

To be considered for the award of the **MSc in Information Security**, a student must have:

- been assessed on all three elements of the degree **and**
- obtained an average of at least 50% in the Core element **and**
- obtained an average of at least 50% over the three elements (elements weighted 50:25:25) **and**
- obtained an average of at least 40% in both the Options and Project elements, with an average of at least 50% in one of these.

To be considered for an award with *distinction* for the MSc in Information Security, a student must have:

- obtained an average of at least 70% over the three elements (elements weighted 50:25:25) **and**
- obtained an average of at least 60% in **each** of the three elements (i.e. in the Core, Options and Project elements).

A student who has made more than one attempt at the examination for a module will not normally be considered for the award of distinction.

To be considered for an award with *merit* for the MSc in Information Security, a student must have:

- obtained an average of at least 65% over the three elements **and**
- obtained a minimum of 50% in **each** of the three elements (i.e. the Core, Options and Project elements).

See also [section 8](#) of the Detailed Regulations.

## Postgraduate diploma

See full details in [section 1](#) of the Detailed Regulations.

The Postgraduate Diploma in Information Security consists of two elements:

- the **Core** element, comprising four compulsory core modules.

plus

- the **Options** element, comprising two modules chosen from a list of options.

Find full details in [section 1](#) of the Detailed Regulations.

No accreditation of prior learning for modules will be considered. Applications for credit from students and graduates of the University of London will be considered on a discretionary basis.

The maximum number of years for one period of registration and minimum number of years for one period of registration, from a student' effective date of registration, are:

	Minimum	Maximum
<b>Postgraduate Diploma in Information Security</b>	One year	Five years

The period of registration includes any interruption of studies taken by the student. On expiry of the maximum number of years of one period of registration, a student may apply for an extension.

Find full details in [section 3](#) of the Detailed Regulations.

To be considered for the award of the **Postgraduate Diploma in Information Security**, a student must have:

- been assessed on the two elements of the degree **and**
- obtain an average of at least 50% in the Core element **and**
- obtain an average of at least 50% in the Options element.

To be considered for an award with *distinction* for the Postgraduate Diploma in Information Security, a student must have:

- obtained an average of at least 70% over the two elements (weighted 2:1) **and**
- obtained an average of at least 60% in **each** of the Core and Options elements.

A student who has made more than one attempt at the examination for a module will not normally be considered for the award of distinction.

To be considered for an award with *merit* for the Postgraduate Diploma in Information Security, a student must have:

- obtained an average of at least 65% over the two elements (weighted 2:1) **and**
- obtained a minimum of 50% in the Core and Options elements.

See also [section 8](#) of the Detailed Regulations.

## Credit value of modules

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

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

For the Postgraduate Diploma and MSc in Information Security programme, credits are assigned to the modules as follows:

- core element (4 modules): 80 credits (20 credits per module) at FHEQ level 7
- options element (2 modules): 40 credits (20 credits per module) at FHEQ level 7
- project element (MSc only): 60 credits at FHEQ level 7

## Entrance requirements

See [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk) for details on the application process and alternative qualifications that may be accepted.

Students with special needs should refer to [section 12](#) of the Detailed Regulations.

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

### English language proficiency

For awards at FHEQ level 7, students must provide satisfactory evidence showing that they have passed within the previous three years a test of proficiency in English at the following minimum level:

- IELTS with an overall grade of at least 6.5 with a minimum of 6 in each sub test; or
- TOEFL with a score of 640 of 275 on the computerised test plus a Test of Written English (TWE of at least 4.5)

Where an applicant does not meet the prescribed English language proficiency requirements but believes that they can demonstrate the requisite proficiency for admission the University may, at its discretion, consider the application.

### Internet access

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

- The student portal
- The University of London email address
- Details of their student records
- Programme resources on the VLE (as applicable)
- 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

### Programme specific entrance requirements

For the MSc and Postgraduate Diploma in Information Security:

An applicant must:

- hold a second class honours degree or equivalent, in a related discipline, from a university or other institution acceptable to the University of London (a relevant discipline includes but is not restricted to, computer science, electronics, information systems and mathematics); **and**



- have an advanced level of ability in English. For this purpose, applicants may be required to pass, or to have passed within the last five years, at the appropriate level, a test of proficiency in English acceptable to the University.

Applicants with recent experience of working in an English speaking environment for an extended period but who have not passed an English proficiency test will be considered.

Applicants without a degree but with appropriate industrial experience will also be considered.

Students are required to have regular access to the Internet, and to meet the specific hardware and software requirements given in the Prospectus and [Student Handbook](#).

As there is a limit to the number of students who can be registered each year, applicants who meet the entrance requirements will be given a conditional offer of registration. Registration will then only be confirmed on payment of the appropriate fee and if there is still a place available for that study year. A student whose registration is not confirmed will be made a conditional offer of registration for the following year.

## Educational aims and learning outcomes of the programmes

The main **educational aims** of these programmes are to offer a challenging, flexible scheme of study invigorated by research and contact with industry, which advances students' ability to develop academic and practical insights into the subject of Information Security. It is intended that students will be encouraged to develop a broad range of transferable and technical expertise using their initiative and thinking out problems themselves.

The programmes are designed to introduce the technical, legal and commercial aspects of Information Security. Graduates of these programmes will have a sound basis for a professional career as security experts, in Information Security, in both industry and commerce. Successful completion of the MSc may allow students to progress to postgraduate research in the degree field.

A student who passes the Core modules will have the essential introduction to a variety of methods, approaches and concepts in Information Security. Students will know how various organisations solve problems of security management and how computer systems and networks are made secure. The Options modules build on these foundations. Students will be introduced to a wide range of security management techniques and they will be able to analyse the suitability of these techniques for particular rolls. MSc students will be able to apply the skills they have learnt to a particular problem and produce a persuasive dissertation.

The programmes aim to:

- encourage independent critical and evaluative skills, and intellectual curiosity for life-long learning;
- cultivate a capacity to think critically about how organisations manage security;
- expand knowledge and understanding of the main security issues in the development of electronic commerce activities and protection of critical infrastructure;
- promote analytical engagement with the technical, legal and commercial issues in Information Security;
- encourage students to relate the academic study of security to questions of public and commercial concerns;
- enable students to understand and apply the concepts, approaches and methods in Information Security to a particular problem and produce a well-structured, informative and insightful report (MSc only);
- facilitate self-development of students into professionally organised and interactive individuals by practising skills of selection, assimilation and communication.

The **learning outcomes** of the programmes are as follows:

### Knowledge, understanding, intellectual and cognitive

A student will be able to:

- demonstrate an understanding of the issues that need to be addressed when assessing the information security needs of an organisation;
- identify potential sources of vulnerability within an information system and the possible implications of failing to counter them with adequate security controls;
- choose appropriate countermeasures to information security threats and understand the likely implication of their adoption;
- assess the relevance and impact of new developments in information security threats, technologies and controls;
- recognise the many tradeoffs and subjective issues that need to be addressed when implementing information security within an organisation;
- carry out a Project and produce a well-structured and well-written dissertation. (MSc students only)

## Transferable

Students will be able to:

- use problem solving skills in a range of situations;
- use fluent and effective communication and discussion skills in a written context;
- have a capacity to handle ideas in rational, critical and evaluative ways;
- manage their own learning, including working effectively to deadlines.

## Teaching, learning and assessment strategies

The programme is primarily taught using the Virtual Learning Environment which is internet based. Subject guides are available online. These introduce each topic in the form of lessons, activities and assignments. The subject guides include tools to assist students in the development of the skills of information search, comprehension and analysis and the generation of original and thoughtful assignments. Subject guides are supported by core textbooks with which students are supplied.

The VLE allows students to complete automated self-test exercises and submit assignments to be marked by tutors who will also provide feedback.

Advice and practical information such as study techniques, planning, and preparation for assessment is available in the student handbook. Students manage their own learning.

All subject guides can also be accessed in hard form. It is possible to study while accessing the VLE only intermittently.

Students may also communicate with each other via the VLE. Students will be able to engage in dialogue, and develop and negotiate conclusions with others, which are key components in the acquisition of knowledge, understanding and transferable skills.

It is University of London International Academy policy that there should be a preponderance of unseen written examinations in the assessment of programmes. This is to prevent impersonation and reduce the possibility of plagiarism. For each module students will be assessed by unseen written examination. Questions are structured to allow students to demonstrate that they have acquired appropriate knowledge and understanding. The way that students manage data, solve problems, evaluate ideas and the organisational skills they use to structure their written answers allows the standard of intellectual and transferable skills to be assessed.

MSc students will also submit a dissertation which will not only assess their knowledge but also their ability to plan, gather data, reason and produce a well-structured report.

Assessment criteria for the programme take into account the level at which these skills have been achieved.

## Assessment methods

Find full details of the assessment and the scheme of award in sections [4](#) and [8](#) of the Detailed Regulations.

Each core and optional module of the **MSc in Information Security**, except the project, will be assessed by one two-hour unseen written examination. The Project will be assessed by one two-hour unseen written paper and by a submitted dissertation (weighted 20:80).

Each core and optional module of the **Postgraduate Diploma in Information Security** will be assessed by one two-hour unseen written examination.

For students with an effective registration date of 1 September 2009 or before only, the Security Management [690IC01] module will also be examined by participation in online seminars.

The written examinations take place on one occasion each year, normally commencing in May. These are held at established centres worldwide.

## Student support and guidance

There is further information on support and guidance in the [student handbook](#).

The following summarises the support and guidance available to students:

- Courseware (including lessons, activities and assignments) for each module studied is delivered via the Virtual Learning Environment.
- Tutor-led online seminars - students can share ideas with tutors and each other.
- Core textbooks and CD-Roms are supplied for offline working.

- Student handbook:
  - The Programme section includes information about the resources available and how to access them, and procedures for assessment and examinations. Handbooks also give study skills advice.
  - The General Section gives information which is common to all programmes in the University of London International Programmes. It reflects the student life cycle and gives information about matters of importance from the start of a student's relationship with the University of London International Programmes through to their graduation. This section also puts the Detailed Regulations in context for the student.
- Programme Specification and Regulations.
- Past examination papers and Examiners' commentaries which provide generic feedback from assessment.
- A University of London email account and web area for personal information management.
- Access to an Online Library which provides a range of full-text, multidisciplinary databases. Journal articles, book reviews and reports can be found on the databases to which the Library subscribes on your behalf.
- University of London library - registered students may use the resources located within the Senate House library.

## Quality evaluation and enhancement

Refer to the [University of London International Programmes website](#) for its policies and procedures in quality assurance.

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

### Parity of award standards

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

### Review and evaluation mechanisms

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

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

### Student feedback mechanisms

Annual Student Experience Surveys collect programme level feedback according to the student lifecycle and the stages reached by students in their learning. In addition some Lead Colleges schedule their own module surveys;

Virtual Learning Environments (VLEs) provide the opportunity for informal feedback and discussion;

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

The Committee Zone on the University of London International Programmes website provides further information on the governance structure, including Terms of Reference, Agendas and Papers and can be accessed via: [http://www.londoninternational.ac.uk/quality/comte\\_zone/index.shtml](http://www.londoninternational.ac.uk/quality/comte_zone/index.shtml)

This Programme Specification is presented in support of our commitment to the nationally agreed reference points for assuring the quality and standards of higher education, known as the Academic Infrastructure. Further information can be found at: <http://www.qaa.ac.uk/academicinfrastructure/default.asp>

# Detailed Regulations for the MSc degree and Postgraduate Diploma

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

## 1 Structure of the programmes

[Annex A](#) and [Annex B](#) give the full structure and content of the programme.

### 1.1

As indicated in the Programme Specification, the **MSc in Information Security** consists of three elements:

- the **Core** element, comprising four compulsory core modules **plus**
- the **Options** element, comprising two modules chosen from a list of options **plus**
- a compulsory **Project**.

The three elements of the degree are weighted in the ratio 2:1:1.

For how to progress through the degree, see [section 7](#).

### 1.2

As indicated in the Programme Specification, the **Postgraduate Diploma in Information Security** consists of two elements:

- the **Core** element, comprising four compulsory core modules **plus**
- the **Options** element, comprising two modules chosen from a list of options.

The two elements of the Postgraduate Diploma are weighted in the ratio 2:1.

### 1.3

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

Applications for credit from students and graduates of the University of London will be considered on a discretionary basis. No accreditation of prior learning will be granted for any element of the Postgraduate Diploma or MSc in Information Security.

### 1.4 (GR)

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

### 1.5 (GR)

Availability of Options modules may vary from year to year.

Normally, all options modules listed in [Annex A](#) are available.

### 1.6

Students may apply to change their choice of optional modules at any stage in their studies until they enter the examination for the module concerned. An application from a student who has entered the examination for the module concerned will not be considered until after the examination results for that session have been published.

### 1.7

Students who change their choice of optional modules may be charged a transfer fee.

### 1.8

For students with an effective date of registration of 1 September 2009 or earlier, participation in the online seminar is an assessed element of the module *Security Management*. These students will be required to have participated satisfactorily in the seminar and to have submitted a report on their participation.

## 1.9

For students with an effective date of registration of 1 September 2010 or later, participation in the online seminar is **not** an assessed element of the module *Security Management*.

Online seminars for modules are not compulsory, but students are strongly encouraged to participate.

## 1.10

During virtual seminars and during all other on-line contributions, students must observe the code of conduct for on-line behaviour given in the Student handbook.

## Transfer

Find full details in [section 11](#). Full details on mixed-mode study can be obtained from the Programme Director.

## 1.11

Students registered for the MSc or Postgraduate Diploma in Information Security may be permitted to study one or more modules on campus at Royal Holloway, University of London, through Mixed-mode study. Mixed-mode study enables students to study some modules by distance learning and others on campus at Royal Holloway, University of London. Whilst on campus, students may study a module over a single term, or over a concentrated period of time (normally one week).

## Individual Modules

Full regulations governing [Individual Modules](#) (i.e. short courses) are given separately, see the contents page.

## 1.12

A student may apply to register for between one and four modules as Individual Modules instead of registering for the MSc or Postgraduate Diploma in Information Security.

## Transfer from the Postgraduate Diploma in Information Security to the MSc in Information Security

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

## 1.13

There is no automatic progression but a student who successfully completes the Postgraduate Diploma in Information Security may be permitted to transfer to the MSc in Information Security and receive appropriate credits.

## 1.14

In order to be able to progress to the MSc degree in Information Security, students registered for the Postgraduate Diploma must normally have obtained a pass at the required level for the Postgraduate Diploma, and received a recommendation from the Examiners that they may proceed to the Project element for the MSc degree. Students who satisfy the Examiners in this way and wish to progress must do so immediately (i.e. in the same year as they qualify for the Postgraduate Diploma).

A student who has satisfactorily completed the Core element of the Postgraduate Diploma may be considered for transfer to the MSc degree at the discretion of the Board of Examiners.

## Transfer from the MSc in Information Security to the Postgraduate Diploma in Information Security

## 1.15

At the discretion of the Board of Examiners, a student registered for the MSc degree who does not pass the Project element for the degree may be awarded the Postgraduate Diploma in Information Security, provided he or she has satisfied the Examiners in the Core and Options elements.

## 1.16

A student who is registered for the MSc degree in Information Security and who has not submitted the dissertation part of the Project element may transfer to the Postgraduate Diploma.

## 2 Credit transfer and accreditation of prior learning

See the [Glossary](#) for definition of 'credit' and 'accreditation of prior learning'.

### 2.1 (GR)

The University reserves the right to review the credit transfer and accreditation of prior learning policy in respect of the MSc and Postgraduate Diploma in Information Security each year. These regulations, therefore, relate only to applications for the MSc and Postgraduate Diploma in Information Security received between 1st September 2011 and 31st August 2012.

### 2.2

For these programmes no accreditation of prior learning for modules will be considered.

### 2.3 (GR)

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

See [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk) or procedures and deadlines for applying for accreditation of prior learning.

### 2.4 (GR)

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

## Credit transfer

### 2.5 (GR)

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

### 2.6 (GR)

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

### 2.7 (GR)

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

## Accreditation of prior learning (APL)

### 2.8 (GR)

A student who satisfies the entrance requirements for the MSc or Postgraduate Diploma in Information Security and who is appropriately qualified may apply for accreditation of prior learning (APL) mapped against specified modules. An application will be considered on the basis of successfully completed studies at an appropriate level.

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

## 2.9 (GR)

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

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

## 2.10 (GR)

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

See the [programme specification](#) for further information on exclusions of accreditation of prior learning

## 2.11 (GR)

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

## 2.12 (GR)

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

## 2.13 (GR)

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

## 2.14 (GR)

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

## 2.15 (GR)

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

## 2.16 (GR)

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

## 2.17 (GR)

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

# 3 Registration

## Effective date of registration

See [Glossary](#) for the definition of 'effective date of registration'.

### 3.1

For the MSc and Postgraduate Diploma in Information Security a student's effective date for registration will be 1st September.

### 3.2

A student with an effective date of registration of 1 September will be permitted to sit an examination at the next opportunity, i.e. in May of the following year.



## Period of registration

### 3.3 (GR)

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

	Minimum	Maximum
Postgraduate Diploma	One year	Five years
MSc degree	Two years	Five years

A Postgraduate Certificate may not be completed in less than six months. A Master's degree and Postgraduate Diploma may not be completed in less than one year. No reduction in the minimum period of registration will be permitted.

The period of registration includes any interruptions of study.

### 3.4

A student who transfers from the Postgraduate Diploma in Information Security to the MSc degree in Information Security will have the maximum period of registration of five years for the degree counted from the effective date of registration for the Postgraduate Diploma.

### 3.5 (GR)

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

### 3.6 (GR)

A student who has not completed all the requirements of the MSc or Postgraduate Diploma in Information Security within the maximum period of registration may apply to extend their registration for one further year or may apply to renew their registration for a further full maximum period for the programme for which they are registered.

Procedures for renewal and extension of registration can be found in the [student handbook](#).

### 3.7 (GR)

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

## Confirmation of continuing study

The continuing registration procedure is sent out annually to students.

### 3.8 (GR)

To maintain their registration with the University, a student must confirm their continuing study annually and pay the appropriate fees by the given deadlines.

## Cancellation of registration

### 3.9 (GR)

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

[Section 10](#) gives refund information.

## Registration of former students of the University

### 3.10 (GR)

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

### 3.11 (GR)

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

### 3.12 (GR)

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

### 3.13 (GR)

It is at the University's discretion to determine whether a student who registers again for an award under paragraph 3.12 can receive credit for any modules previously passed.

### 3.14 (GR)

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

### 3.15 (GR)

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

## 4 Assessment for the programme

### 4.1 (GR)

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

The 'Notice to Candidates' is sent out to students annually by the Student Assessment Office

### Assessment methods for the MSc degree

#### 4.2

See [Glossary](#) for the definition of 'examination' and 'written paper examination'.

As indicated in the Programme Specification, each module of the **MSc in Information Security**, except the project, will be assessed by one two-hour unseen written paper examination.

#### 4.3

The **Project** will be assessed by one two-hour written paper and by a submitted dissertation (weighted 20:80).

#### 4.4

The written paper and dissertation that constitute the examination for the **Project** must be attempted, respectively submitted, in the same year.

#### 4.5

A student who starts the Project in one academic year, and who does not submit the dissertation by 31 March in the same academic year, is deemed to have **interrupted** the project.

#### 4.6

Students with an effective date of registration of **1 September 2009 or before** will be required to have participated satisfactorily in the online seminar for **Security Management** and to have submitted a report on their participation. This report will contribute five per cent to the mark given for this module.

#### 4.7

The three elements of the degree are weighted in the ratio 50%(core element): 25%(options element): 25%(dissertation element).

### Assessment methods for the Postgraduate Diploma

#### 4.8

Each module of the **Postgraduate Diploma in Information Security** will be assessed by one two-hour unseen written paper examination.

#### 4.9

The two elements of the Postgraduate Diploma are weighted in the ratio two thirds (core element): one third (options elements).

#### 4.10

Students with an effective date of registration of **1 September 2009 or before** will be required to have participated satisfactorily in the online seminar for **Security Management** and to have submitted a report on their participation. This report will contribute five per cent to the mark given for this module.

### Assessment methods for both the Postgraduate Diploma and MSc degree

#### 4.11 (GR)

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

#### 4.12 (GR)

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

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

#### 4.13 (GR)

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

#### 4.14 (GR)

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

See the website for the list of examination centres: [www.londoninternational.ac.uk/exams](http://www.londoninternational.ac.uk/exams)

#### 4.15 (GR)

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

#### 4.16 (GR)

Oral and aural examinations are normally held only in London. Permission to take oral/aural examinations at an examination centre other than London is dependent on the ability of the examination centre to make arrangements acceptable to the University for the conduct of the examinations. A student for whom arrangements to take the oral/aural examinations outside of London cannot be made may apply for permission to take these examinations in London and the written paper examinations elsewhere in the United Kingdom and Ireland or overseas.

### Date of examinations

#### 4.17

Written paper examinations take place in May each year.

#### 4.18 (GR)

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

#### 4.19 (GR)

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

#### 4.20

For the project, an *outline plan* of the dissertation, of no more than 500 words, must be submitted for approval to the Programme Director not later than **31 October** in the academic year of submission of the dissertation.

#### 4.21

Students are required to submit one *progress report* via their supervisor to the Programme Director by **31 January** in the year in which the dissertation is to be submitted. The progress report will not form part of the final assessment, but is an essential study requirement. Students who do not submit the progress report may not be permitted to submit the dissertation.

#### 4.22

The completed dissertation must be submitted to the University to arrive not later than **31 March** in the academic year of submission. A dissertation received after this deadline may be given a mark of zero except where the project has been interrupted. In the case of an interruption of the project the dissertation should be submitted in the following year.

### Sitting examinations

The full examination entry procedure is in the [student handbook](#).

#### 4.23 (GR)

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

- have registered with the University as an International Programmes Student for the relevant programme of study **and**
- have entered for the examination in accordance with the University's and the appropriate examination centre's instructions and deadlines **and**
- have an effective date of registration on or before 1 September in the previous year.

#### 4.24 (GR)

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

#### **4.25 (GR)**

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

#### **4.26 (GR)**

A student must write the answers to all examinations in English except where the module outlines or rubric for a written paper examination for a particular subject indicates otherwise.

#### **4.27 (GR)**

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

#### **4.28 (GR)**

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

#### **4.29 (GR)**

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

In order to apply for special examination arrangements, contact [specialneeds@london.ac.uk](mailto:specialneeds@london.ac.uk)

See also [section 12](#), Students with special access requirements.

### **Materials and aids permitted within the examination room**

Aids permitted in examinations are noted in the module outlines in [Annex B](#).

#### **4.30 (GR)**

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

#### **4.31 (GR)**

Calculators may be used in examinations only where indicated in the module outlines.

#### **4.32 (GR)**

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

#### **4.33 (GR)**

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

#### **4.34 (GR)**

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

#### 4.35 (GR)

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

Calculators must:

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

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

#### 4.36 (GR)

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

See [section 6](#) for assessment offences and penalties.

#### 4.37 (GR)

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

### Illness during examinations

#### 4.38 (GR)

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

Contact details for the Student Assessment Office are in the [student handbook](#).

### Administrative re-check of marks

See [www.londoninternational.ac.uk/exams/admin\\_recheck](http://www.londoninternational.ac.uk/exams/admin_recheck).

Students can request an administrative re-check of marks online or contact [uolia.rechecks@london.ac.uk](mailto:uolia.rechecks@london.ac.uk)

#### 4.39 (GR)

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

#### 4.40 (GR)

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

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

#### 4.41 (GR)

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

#### 4.42 (GR)

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

For information on the procedure for representations concerning the decisions of the Boards of Examiners, refer to the University of London Regulations, [www.london.ac.uk](http://www.london.ac.uk)

## 5 Number of attempts permitted at an examination

### 5.1 (GR)

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

### 5.2 (GR)

The maximum number of attempts permitted at any examination is **two**, as follows:

- A student who obtains *less than 50%* in any module (which may include the project) at a first attempt, and who has not yet satisfied the criteria for the award, may choose to make a second attempt at the examination for that module.
- A student who obtain *less than 40%* in the **Project must** make a second attempt at the **Project** by both resubmitting the dissertation and re-sitting the written paper.
- A student who obtains *50% or more* in any module (including the project) will **not** be permitted to make a second attempt at the examination for that module.

### 5.3

An interrupted Project can be resumed the following year and, depending on how much supervision a student received in the academic year the Project was started, the amount of supervision when the Project is resumed will be limited to the unused supervision time. A new supervisor may be appointed if the original one is no longer available.

### 5.4

A student who **interrupts** their Project in two successive years will have used up all their due supervision and have the following options:

- A student may keep the same project topic and make another attempt with no further supervision.
- A student may keep the same project topic (or a related topic) and make another attempt with reduced supervision.
- A student may start again with a new Project topic and full supervision.

### 5.5

A student who **retakes** the Project module has the following options:

- to keep the same project topic and make another attempt with no supervision
- to keep the same project topic (or a related topic) and make another attempt with reduced supervision
- to start again with a new Project topic and full supervision.

### 5.6

Students with an effective registration date of 1 September 2009 or before who make a second attempt at the examination for the *Security Management* module will not be required to participate in the online seminar again but may choose to do so.

### 5.7 (GR)

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

### 5.8

A student who submits a project dissertation will be considered to have made an attempt at the Project.

### 5.9 (GR)

A student who receives the result of a mark at any examination will be considered to have made an attempt.

### 5.10 (GR)

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

### 5.11 (GR)

The mark awarded for a second attempt at an examination will supersede the mark previously awarded for that examination **unless other provision is given in the detailed programme regulations**.

### 5.12

A student who re-sits the examination for any Core modules, Options modules or Project will carry forward the higher of the two marks achieved. The higher mark achieved will be used for classification purposes.

### 5.13

If, on the second attempt at the examination for any module, a student receives the result 'Fail' and the requirement for the award cannot be satisfied, their registration for the degree will cease unless the Examiners recommend otherwise in exceptional circumstances.

### 5.14

A student who obtains less than 40% in the project must re-take **both** elements of the project.

## 6 Assessment offences and penalties

### 6.1 (GR)

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

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

### 6.2 (GR)

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

### 6.3 (GR)

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

### 6.4 (GR)

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

### 6.5 (GR)

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

### 6.6 (GR)

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



## 6.7 (GR)

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

## 6.8 (GR)

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

## 6.9 (GR)

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

## 6.10 (GR)

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

## 6.11 (GR)

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

For the University's Regulations, see [www.london.ac.uk](http://www.london.ac.uk)

# 7 Progression within the programme

## 7.1 (GR)

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

See [section 4](#) for method of assessment.

## 7.2

In any one year a student may attempt examinations up to a maximum of six modules, excluding re-sits.

## 7.3

A student registered for the MSc in Information Security is required to obtain an average of at least 50% in the Core element before proceeding to the Project.

## Progression from the Postgraduate Diploma in Information Security to the MSc in Information Security

### 7.4 (GR)

There is no automatic progression between the Postgraduate Diploma and the MSc degree. Satisfactory completion of the diploma does not in itself guarantee entry to the degree. In order to proceed to the MSc in Information Security, a student must have obtained a pass at the required level for the Postgraduate Diploma and receive a recommendation from the Examiners that they may proceed to the Project element of the MSc. A student who satisfies the Examiners in this way and wishes to progress must do so immediately (i.e. in the same year as they qualify for the Postgraduate Diploma).

## 7.5 (GR)

A student who is allowed to progress from the Postgraduate Diploma will be credited with 6 modules.

## 7.6 (GR)

Previous attempts at the examinations for the Diploma in Information Security will count towards the number of attempts permitted the same modules of the MSc in Information Security.

## Progression from an individual module

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

## 7.7 (GR)

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

## 7.8 (GR)

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

## 7.9 (GR)

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

# 8 Schemes of award

## MSc in Information Security

### 8.1

To be considered for the award of the MSc in Information Security, a student must have:

attempted the examinations and dissertation for all three elements of the degree:

- the Core element [comprising four compulsory core modules];
- the Options element [comprising two modules chosen from a list of options]
- the Project element [comprising one examination and one dissertation]

and

- obtained an average of at least 50% in the Core element **and**
- obtained an average of at least 50% over the three elements (where the Core element is weighted 50%, the Options element weighted 25% and the Project element weighted 25%) **and**
- obtained an average of at least 40% in both the Options and the Project elements, with an average of at least 50% in one of these.

### 8.2

To be considered for an award with *distinction* for the MSc in Information Security, a student must have:

- obtained an average of at least 70% over the three elements (where the weight of the Core element is double that of the Options and Project elements)

and

- obtained an average of at least 60% in each of the three elements (i.e. in the Core, Options and Project elements).

A student who has made more than one attempt at the examination for a module will not normally be considered for the award of distinction.

### 8.3

To be considered for an award with *merit* for the MSc in Information Security, a student must have:

- obtained an average of at least 65% over the three elements (where the weight of the Core element is double that of the Options and Project elements)
- and
- obtained a minimum of 50% in each of the three elements (i.e. the Core, Options and Project elements).

### 8.4

Students who obtain less than 50% in any individual module at the first attempt are advised, within the provisions of the Regulations, and unless they satisfy the criteria for the award, to make a second attempt at the examination concerned. Students who satisfy the criteria for the award will not normally be allowed to make further attempts at any examinations to improve their marks. Students who obtain 50% or more in any module will **not** be permitted to make a second attempt in the module concerned.

## Postgraduate Diploma in Information Security

### 8.5

To be considered for the award of the Postgraduate Diploma in Information Security, a student must have: attempted the examinations for both elements of the Postgraduate Diploma:

- the Core element [comprising of four compulsory core modules];
  - the Options element [comprising two modules chosen from a list of options]
- and
- obtained an average of at least 50% in the Core element
- and
- obtained an average of at least 50% in the Options element.

### 8.6

To be considered for an award with *distinction* for the Postgraduate Diploma in Information Security, a student must have:

- obtained an average of at least 70% over the two elements (where the weight of the Core element is weighted two thirds and the Options element is weighted one third)
- and
- obtained an average of at least 60% in the Core and Options elements.

A student who has made more than one attempt at the examination for a module will not normally be considered for the award of distinction.

### 8.7

To be considered for an award with *merit* for the Postgraduate Diploma in Information Security, a student must have:

- obtained an average of at least 65% over the two elements (where the weight of the Core element is double that of the Options element)
- and
- obtained an average of at least 50% in the Core and Options elements.

### 8.8

Students who obtain less than 50% in any individual module at the first attempt are advised, within the provisions of the Regulations, and unless they satisfy the criteria for the award, to make a second attempt at the examination concerned. Students who satisfy the criteria for the award will not normally be allowed to make further attempts at any examinations to improve their marks. Students who obtain 50% or more in any module will **not** be permitted to make a second attempt in the module concerned.

See [Annex C](#) for information on how to achieve a particular mark.

## 9 Receiving the final Diploma and Diploma Supplement

### Final Diploma and Diploma Supplement

#### 9.1 (GR)

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

- A final Diploma certificate. The date of the award will be 1<sup>st</sup> August.
- A Diploma Supplement, which is a detailed record of a student's studies.

See [Glossary](#) for a further explanation of a diploma supplement.

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

### Eligibility for an award

#### 9.2 (GR)

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

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

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

### Intermediate awards

#### 9.3

An intermediate award or awards (i.e. a related certificate or diploma) may be granted to a student registered for the MSc in Information Security in the following circumstances:

At the discretion of the Board of Examiners, a student who does not complete the programme of study **or** who does not satisfy the Examiners (at the level required for the award) in all subjects may be considered for the award of the Postgraduate Diploma in Information Security. Such students will be required to have satisfied the Examiners (at the level required for the award concerned) in the subjects that comprise the Postgraduate Diploma in Information Security.

At the discretion of the University, a student may be considered for the award of the Postgraduate Diploma in Information Security provided that they have satisfied in full the requirements for the Postgraduate Diploma in Information Security.

The award of the Postgraduate Diploma in Information Security will be with effect from the year in which the student satisfied the requirements for that award.

## 10 Fees and refunds

Details of the fees payable will be given to students as they fall due. See also <http://www.londoninternational.ac.uk/fees>

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

### Fees

#### 10.1 (GR)

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

- registration fee – payable in order to be registered with the University as an International Programmes Student
- a modular fee – payable for each module to be studied. This fee includes entry to the first examination for that module
- examination re-entry fee – a student who enters an examination on a second occasion, having failed on the first occasion, is liable to pay an examination re-entry fee.

A student who **interrupts** their Project in two successive years or is **retaking** the Project will be required to pay the following fees depending on the option taken:

- No module fee is payable if no supervision is taken.
- For reduced supervision 50% of the standard module fee is payable.
- For full supervision the full module fee for the Project module is payable.
- Students retaking the project without full supervision are also liable for an examination re-entry fee.

## 10.2 (GR)

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

## 10.3 (GR)

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

## 10.4

Students who change their choice of modules may be charged a transfer fee.

See <http://www.londoninternational.ac.uk/fees>

## 10.5 (GR)

A student who is permitted to transfer to the MSc in Information Security from the Postgraduate Diploma in Information Security will not normally be required to pay a new registration fee for the degree, but will be required to pay the appropriate remaining modular fees.

## 10.6 (GR)

A student who is permitted to proceed from an individual module to the MSc or Postgraduate Diploma in Information Security will be required to pay the relevant registration fee and the fee for the remaining modules.

## 10.7 (GR)

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

## 10.8 (GR)

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

## 10.9 (GR)

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

## Refunds

### 10.10 (GR)

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

### 10.11 (GR)

After the 7 working day period described in 10.12, application handling fees, accreditation of prior learning application fees and examination entry fees are not refundable. Examination entry fees cannot be transferred from one examination to another.

### 10.12 (GR)

After the 7 working day period described in 10.12, registration and continuing registration fees are not refundable except in the most exceptional circumstances. In these cases, a proportion of the registration and any continuing registration fees which have been paid may be refunded at the discretion of the University, provided that:

- the application is made within two years of the effective date of registration
- the student has not already entered an examination
- any required medical or other evidence is submitted.

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

See paragraph 5 in [Important information](#) regarding the Programme Specification and Regulations.

### 10.14 (GR)

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

### 10.15 (GR)

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

## 11 Transfer of registration

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

Details of how to apply to transfer are in the [student handbook](#).

### 11.1 (GR)

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

### 11.2 (GR)

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

### 11.3 (GR)

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

See also [section 2](#).

### 11.4 (GR)

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

See [section 8](#) for the scheme of award.

### **11.5 (GR)**

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

### **11.6 (GR)**

A student who has successfully completed the examinations for the Postgraduate Diploma in Information Security and has not accepted that award, may apply to transfer their registration to the MSc in Information Security subject to the rules of progression that apply to these awards.

## **Transfer from the Postgraduate Diploma in Information Security to the MSc in Information Security**

### **11.7 (GR)**

A student may progress from the Postgraduate Diploma in Information Security to the MSc in Information Security by transferring their registration.

### **11.8**

A student may not progress from the Postgraduate Diploma in Information Security to the MSc in Information Security by transferring their registration if they have failed to be able to satisfy the Examiners at the level of the Postgraduate Diploma, in which case the transferral is at the discretion of the Board of Examiners.

Details are in [section 7](#).

## **Transfer from the MSc in Information Security to the Postgraduate Diploma in Information Security**

### **11.9 (GR)**

A student may transfer their registration from the MSc in Information Security to the Postgraduate Diploma in Information Security.

## **Transfer to other programmes at Level 7 of the FHEQ**

See [Glossary](#) for definition of FHEQ.

### **11.10 (GR)**

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

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

See [Glossary](#) for definition of FHEQ.

### **11.11 (GR)**

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

## Transfer of College based students

### 11.12 (GR)

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

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

## 12 Students with specific access requirements

### 12.1 (GR)

The University has an Inclusive Practice policy for International Programmes Students with specific access requirements.

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

### 12.2

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

## Special examination arrangements

### 12.3 (GR)

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

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

### 12.4 (GR)

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

### 12.5 (GR)

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

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



## 13 Complaints, suspension and termination of registration

### Complaints

More details on [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)

#### 13.1 (GR)

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

### Suspension and termination of registration by the University

#### 13.2 (GR)

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

## Summary of provision for individual modules

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.

## Brief summary of provision for individual modules

'Individual Module' is the new term for 'Short Course'. See [glossary](#) for an explanation of terms, including "Individual Module".

The University offers individual modules of the MSc and Postgraduate Diploma in Information Security as credit bearing individual modules on a stand-alone basis. In addition, further component modules of the MSc and Postgraduate Diploma in Information Security are offered as individual modules to students who have completed the MSc or Postgraduate Diploma in Information Security. All modules accommodate 200 notional study hours and students may take up to **four** modules as individual modules.

A student may choose whether or not to be formally assessed in the credit bearing individual modules for which they are registered. Students who choose to be formally assessed will be examined by one two-hour unseen written paper.

See [Detailed regulations](#) for the provision of individual modules.

## Level of individual modules

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

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

- Level 7

## Relevant QAA subject benchmarks group

See the [QAA website](#) for information.

Not applicable

## Awarding body

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

University of London

## Registering body

<http://www.londoninternational.ac.uk>

University of London International Academy

## Lead College

See [Glossary](#) for an explanation.

Royal Holloway, University of London

## Language of study and assessment

English

## Mode of study

Find further details about student support in the [student handbook](#).

Distance and flexible study

## Entrance requirements

For details of the application process and English language requirements refer to [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)

Students with specific access requirements should refer to [Section 10](#) of the Detailed Regulations for the provision of individual modules.

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

### English language proficiency

For awards at FHEQ level 7, students must provide satisfactory evidence showing that they have passed within the previous three years a test of proficiency in English at the following minimum level:

- IELTS with an overall grade of at least 6.5 with a minimum of 6 in each sub test; or
- TOEFL with a score of 640 of 275 on the computerised test plus a Test of Written English (TWE of at least 4.5); or
- a test of proficiency in English language from the prescribed list published by the University.

Where an applicant does not meet the prescribed English language proficiency requirements but believes that they can demonstrate the requisite proficiency for admission the University may, at its discretion, consider the application.

### Internet access

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

- The student portal
- The University of London email address
- Details of their student records
- Programme resources on the VLE (as applicable)
- 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

### Programme entrance requirements

In order to be eligible to register for an individual module governed by these Regulations, an applicant must normally:

- hold a second class honours degree or the equivalent, in a relevant discipline, from a university or other institution acceptable to the University of London (a relevant discipline includes, but is not restricted to, computer science, electronics, information systems, and mathematics) and
- have an advanced level of ability to work in English. For this purpose, applicants may be required to pass, or to have passed within the last five years, at the appropriate level, a test of proficiency in English acceptable to the University.

Applicants without a degree but with appropriate industrial experience will also be considered. At the discretion of the University, a student who has been offered to study individual modules under the provision of these Regulations, may be required to successfully complete the two core modules, Security Management and An introduction to Cryptography and Security Mechanisms before being considered for progression to the Postgraduate Diploma or MSc degree in Information Security.

Applicants with recent experience of working in an English speaking environment for an extended period but who have not passed an English proficiency test will be considered.

Students are required to have regular access to the internet, and to meet the specific hardware and software requirements given in the prospectus and Student handbook.

Where there is a limit to the number of students who can be registered for an individual module, the University cannot guarantee that a student's preferred choice of courses will always be available. On registration students may be asked to indicate alternative choices.

## **Progression and credit**

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

Students who successfully complete the assessment for one or more of the individual modules in this individual modules programme may be considered for progression to the MSc degree or Postgraduate Diploma in Information Security. Credit for the individual modules(s) may also be considered provided that application is made within three years of the completion of the relevant modules. Neither progression nor credit is automatic.

## **Credit value of modules**

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

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

20 credits are assigned to each individual module of the MSc degree and Postgraduate Diploma. All modules are at FHEQ level 7.

## Detailed Regulations for the provision of Individual Modules

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

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

[Annex B](#) gives individual module outlines.

#### 1.1

The following modules are available to study on a stand-alone basis:

***Security management [IYM001]†***

***Security management [IYM001]††***

***An introduction to cryptography and security mechanisms [IYM002]***

***Network security [IYM003]***

***Computer security [IYM004]***

†Note: this course may only be chosen by students whose effective date of registration is **1 September 2009 or before**. To be examined for the last time in May 2012, except for a re-sit in 2013.

††Note: this course may only be chosen by students whose effective date of registration is **1 September 2010 or after**.

Details of the prerequisite modules that should normally be completed prior to the individual modules below are given in [Annex A](#).

In addition, the following individual modules below can normally be taken only by those who have successfully completed the associated prerequisite core modules above:

***Secure electronic commerce and other applications [IYM005]***

***Standards and evaluation criteria [IYM007]***

***Advanced cryptography [IYM008]***

***Database security [IYM009]***

***Information crime [IYM010]***

***Smart cards/tokens security and applications [IYM012]***

***Digital Forensics [IYM015]***

#### 1.2

All modules accommodate approximately 200 notional study hours.

All credit bearing individual modules will accommodate no less than 50 notional study hours. Refer to [Glossary](#) for definition.

#### 1.3

A student may take up to four credit bearing modules on a stand-alone basis without being registered for a degree, or postgraduate diploma. A student who is permitted to progress may be credited with any individual modules successfully completed.

#### 1.4

At the discretion of the University, a student who has been offered to study individual modules under the provision of these Regulations, may be required to successfully complete the two core modules, Security Management and An introduction to Cryptography and Security Mechanisms before being considered for progression to the Postgraduate Diploma or MSc degree in Information Security.

### 1.5 (GR)

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

### 1.6

During virtual seminars and during all other on-line contributions, students must observe the code of conduct for on-line behaviour given in the Student handbook.

### 1.7

For students with an effective date of registration of 1 September 2009 or before:

Participation in the online seminar is an assessed element of the module Security Management [IYM001]. Students will be required to have participated satisfactorily in the seminar and to have submitted a report on their participation. Students will also be required to attempt the written examination for Security Management [IYM001].

### 1.8

Online seminars for other modules (including Security Management [IYM001] for students with an effective date of registration of 1 September 2010 or after) are not compulsory, but students are strongly encouraged to participate.

### 1.9 (GR)

Availability of modules may vary from year to year.

### 1.10

In addition, as there are limits to the number of students who can be registered for each module in any year, the University cannot guarantee that a student's preferred choice of modules will always be available. On registration, therefore, students may be asked to indicate alternative choices.

### 1.11

Students who successfully complete the assessment for one or more of the individual modules in this individual modules programme may be considered for progression to the MSc degree or Postgraduate Diploma in Information Security and will receive credit for the individual modules successfully completed.

## 2 Registration

### 2.1

If there is a limit to the number of students who can be registered each year, the registration of an applicant will only be confirmed if there is a place available for that study year. An applicant whose registration is not confirmed will be made a conditional offer of registration for the following year.

### Period of registration

### 2.2

The maximum and minimum periods of registration will be:

	Minimum	Maximum
Credit bearing individual modules	One year	Two years

### 2.3 (GR)

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

## 2.4 (GR)

A student who has not completed all the requirements of the individual module within the maximum period of registration may apply to extend their registration for one further year or may apply to renew their registration for a further full maximum period for the individual module(s) for which they are registered.

Procedures for renewal and extension of registration can be found in [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk).

## 2.5 (GR)

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

## Confirmation of continuing study

The continuing registration procedure is sent out annually to students.

## 2.6 (GR)

To maintain their registration with the University, a student must confirm their continuing study annually and pay the appropriate fees by the given deadlines.

## Cancellation of registration

### 2.7 (GR)

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

[Section 9](#) gives refund information.

## Registration of former students of the University

### 2.8 (GR)

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

### 2.9 (GR)

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

### 2.10 (GR)

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

### 2.11 (GR)

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

### 2.12 (GR)

It is at the University's discretion to determine whether a student who registers again for an award under paragraph 2.11 can receive credit for any modules previously passed.

### 2.13 (GR)

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

### 2.14 (GR)

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

## 3 Assessment

### 3.1 (GR)

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

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

### 3.2 (GR)

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

### 3.3 (GR)

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

### 3.4 (GR)

A student sitting an examination must comply with the rules given in the Notice to Candidates, which accompanies the Admission Notice in addition to those given in this Section and in Sections [5](#) and [6](#).

### 3.5 (GR)

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

### 3.6

Each module studied on a stand-alone basis will be assessed by one two-hour unseen written paper examination.

See the [Glossary](#) for the definition of 'examination' and 'written paper examination'.

### 3.7

For students with an effective date of registration of 1 September 2009 or before, the mark awarded for each module will be based on the mark obtained in the written paper with the exception of Security Management [IYM001] where the mark awarded will be based on the mark obtained in the written paper and on the mark for the seminar participation report as detailed in the module outlines.

For students with an effective date of registration of 1 September 2010 or after, the mark awarded for each module will be based on the mark obtained in the written paper.

### 3.8

Different elements of the assessment do not have to be attempted in the same academic year unless explicitly stated in the detailed regulations for the MSc degree and Postgraduate Diploma.

### 3.9

Information on assessment criteria, and how a mark achieved for an individual module might contribute to a related award for students who progress to such an award, are given in [Annex C](#).

### 3.10 (GR)

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



### 3.11 (GR)

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

See the website for the list of examination centres: [www.londoninternational.ac.uk/exams](http://www.londoninternational.ac.uk/exams)

### 3.12 (GR)

Oral and aural examinations are normally held only in London. Permission to take oral/aural examinations at an examination centre other than London is dependent on the ability of the examination centre to make arrangements acceptable to the University for the conduct of the examinations. A student for whom arrangements to take the oral/aural examinations outside of London cannot be made may apply for permission to take these examinations in London and the written paper examinations elsewhere in the United Kingdom and Ireland or overseas.

### 3.13 (GR)

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

## Date of examinations

### 3.14

Written paper examinations take place in May each year.

### 3.15 (GR)

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

### 3.16 (GR)

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

## Sitting examinations

The full examination entry procedure is in the [student handbook](#).

Or For the full examination entry procedure refer to [http://www.londoninternational.ac.uk/current\\_students/general\\_resources/exams/register.shtml](http://www.londoninternational.ac.uk/current_students/general_resources/exams/register.shtml)

### 3.17 (GR)

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

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

### 3.18 (GR)

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

### 3.19 (GR)

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

### 3.20 (GR)

A student must write the answers to all examinations in English, except where the syllabus or rubric for a written paper examination for a particular subject indicates otherwise.

### 3.21 (GR)

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

### 3.22 (GR)

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

### 3.23 (GR)

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

In order to apply for special examination arrangements, contact [specialneeds@london.ac.uk](mailto:specialneeds@london.ac.uk)

See also [section 10](#), Students with specific access requirements

## Materials and aids permitted within the examination room

Aids permitted in examinations are noted under the Individual module outlines in [Annex B](#).

### 3.24

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

### 3.25

Calculators may be used in examinations where indicated in the module outlines.

### 3.26 (GR)

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

### 3.27 (GR)

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

### 3.28 (GR)

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

### 3.29 (GR)

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

Calculators must:

- be hand held, compact and portable
- be quiet in operation
- have no external wires
- be non-programmable

- not be capable of receiving, storing or displaying user supplied non-numerical data

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

### 3.30

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

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

### 3.31

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

## Illness during examinations

### 3.32

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

Contact details for the Student Assessment Office can be found at [www.londoninternational.ac.uk/contactus](http://www.londoninternational.ac.uk/contactus).

## Administrative re-check of marks

See [https://www.londoninternational.ac.uk/exams/admin\\_recheck](https://www.londoninternational.ac.uk/exams/admin_recheck).

Students can request an administrative re-check of marks online or contact [uolia.rechecks@london.ac.uk](mailto:uolia.rechecks@london.ac.uk)

### 3.33 (GR)

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

### 3.34 (GR)

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

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

### 3.35 (GR)

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

### 3.36 (GR)

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

For information on the procedure for representations concerning the decisions of the Boards of Examiners, refer to the University of London Regulations, [www.london.ac.uk](http://www.london.ac.uk)

## 4 Number of attempts permitted at an examination

Refer to [Section 2](#) for renewal of registration

### 4.1 (GR)

A student who fails to satisfy the Examiners in an examination, and who has yet to satisfy the conditions to be considered for the respective individual module, may be permitted or required to make one further attempt at that examination. The maximum number of attempts permitted at any examination is **two** *provided* the student's registration has not expired.

### 4.2 (GR)

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

### 4.3 (GR)

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

### 4.4

Where a student does not attempt all elements of a module in the same academic year and does not apply for deferral they may be considered to have made an attempt at an examination for the module unless the University decides there are extenuating circumstances. )

Refer to [Section 4](#)

### 4.5 (GR)

A student may not make a second attempt at any examination (or element of examination) already passed.

### 4.6 (GR)

If a student sits the examination for any individual module on a second occasion, the higher mark over the two attempts will be counted.

### 4.7 (GR)

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

### 4.8

For students with an effective date of registration of 1 September 2009 or before:

Students who make a second attempt at the examination for the Security Management [IYM001] module will not be required to participate in the online seminar again but may choose to do so.

## 5 Assessment offences and penalties

### 5.1 (GR)

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

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

## **5.2 (GR)**

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

## **5.3 (GR)**

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

## **5.4 (GR)**

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

## **5.5 (GR)**

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

## **5.6 (GR)**

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

## **5.7 (GR)**

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

## **5.8 (GR)**

It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in section 4 of the detailed regulations for the provision of individual modules.

## **5.9 (GR)**

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

## **5.10 (GR)**

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

## **5.11 (GR)**

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

For the University's Regulations, see [www.london.ac.uk](http://www.london.ac.uk)

## 6 Progression from individual modules

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

### 6.1 (GR)

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

### 6.2 (GR)

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

### 6.3 (GR)

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

### 6.4 (GR)

The mark achieved for a credit bearing individual module will contribute to the Postgraduate Diploma or MSc degree in Information Security. Refer to the scheme of award for these programmes.

See [section 8](#) in the Detailed Regulations for the Postgraduate Diploma and MSc degree

## Non-credit bearing modules

### 6.5 (GR)

The completion of a non-credit bearing module or modules will not be taken into account for admission or for credit, to a related or unrelated Postgraduate degree or diploma.

### 6.6 (GR)

A student who is registered for a non-credit bearing module or modules may apply to register for a degree or diploma provided they satisfy the entrance requirements for the certificate, diploma or degree concerned. Such students may be required to cancel their existing registration and submit a fresh application for registration and comply with the Programme Regulations for the certificate, diploma or degree.

## 7 Marks

### 7.1

The pass mark for an individual module is 50%.

See [Annex C](#) for information on how to achieve a particular mark.

### 7.2 (GR)

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

## 8 Receiving the Certificate of Registration and Certificate of Achievement

### 8.1 (GR)

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

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

### 8.2 (GR)

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

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

### 8.3 (GR)

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

## 9 Fees and refunds

Details of the fees payable will be given to students as they fall due. See also [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)

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

### Fees

#### 9.1 (GR)

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

- individual module fee – payable for **each** individual module to be studied
- examination re-entry fee – payable by students who enter an examination on a second occasion, having failed on the first occasion.

#### 9.2 (GR)

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

#### 9.3 (GR)

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

See [www.londoninternational.ac.uk/fees](http://www.londoninternational.ac.uk/fees)

#### 9.4 (GR)

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

- the relevant registration fee and
- the fee for the remaining modules

#### 9.5 (GR)

A student who is permitted to renew their registration when the first period of registration expires will be required to pay a further fee for the individual module concerned.

## 9.6

The fee payable per short course must be paid not later than **31 August**. The deadline for payment of an examination re-entry fee is **1 February** in the year of the examination.

## 9.7

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

## Refunds

### 9.8 (GR)

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

### 9.9 (GR)

After the 7 working day period described in 9.8, application handling fees, accreditation of prior learning application fees and examination entry fees are not refundable. Examination entry fees cannot be transferred from one examination to another.

### 9.10 (GR)

After the 7 working day period described in 9.8, registration and continuing registration fees are not refundable except in the most exceptional circumstances. In these cases, a proportion of the registration and any continuing registration fees which have been paid may be refunded at the discretion of the University, provided that:

- the application is made within two years of the effective date of registration
- the student has not already entered an examination
- any required medical or other evidence is submitted.

### 9.11 (GR)

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

See paragraph 5 in [Important information](#) regarding the Programme Specification and Regulations.

### 9.12 (GR)

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

### 9.13 (GR)

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

Full details of the fees are available at: [www.londonexternal.ac.uk/fees](http://www.londonexternal.ac.uk/fees)

## 10 Students with specific access requirements

### 10.1 (GR)

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

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



## 10.2 (GR)

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

## Special examination arrangements

### 10.3 (GR)

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

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

### 10.4 (GR)

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

### 10.5 (GR)

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

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

## 11 Complaints, suspension and termination of registration

### Complaints

More details are in the [student handbook](#).

#### 11.1 (GR)

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

### Suspension and termination of registration by the University

#### 11.2 (GR)

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

## Annex A – Structure

### New course/module codes

Note that course/module codes are new from the 2011–12 academic year and **replace any previous year's examination numbers**. This change does not affect the syllabus or content of the course/module. The new code for each course/module is shown next to the course title in Annex A and [Annex B](#) of the Programme Specification and Detailed Regulations. For a table showing how old examination numbers are replaced by new course/module codes, see the University of London International Programmes website: [www.londoninternational.ac.uk/new\\_codes](http://www.londoninternational.ac.uk/new_codes)

Structure of the Programmes

## Postgraduate Diploma in Information Security

### Core element

Four compulsory core modules:

*Security management [IYM001]†*

*Security management [IYM001]††*

*An introduction to cryptography and security mechanisms [IYM002]*

*Network security [IYM003]*

*Computer security [IYM004]*

†Note: this course may only be chosen by students whose effective date of registration is **1 September 2009 or before**. To be examined for the last time in May 2012, except for a re-sit in 2013.

††Note: this course may only be chosen by students whose effective date of registration is **1 September 2010 or after**.

+

### Options element

Two modules chosen from the following:

*Secure electronic commerce and other applications [IYM005]*

*Standards and evaluation criteria [IYM007]*

*Advanced cryptography [IYM008]*

*Database security [IYM009]*

*Information crime [IYM010] (formerly known as Computer crime)*

*Smart cards/tokens security and applications [IYM012]*

*Digital Forensics [IYM015]*

Note: The examination numbers are appended to the module titles in [Annex B](#) and these numbers should be used when completing examination entry forms.

## MSc in Information Security

### Core element

Four compulsory core modules:

*Security management [IYM001]†*

*Security management [IYM001]††*

*An introduction to cryptography and security mechanisms [IYM002]*

*Network security [IYM003]*

*Computer security [IYM004]*

†Note: this course may only be chosen by students whose effective date of registration is **1 September 2009 or before**. To be examined for the last time in May 2012, except for a re-sit in 2013.

††Note: this course may only be chosen by students whose effective date of registration is **1 September 2010 or after**.

+

### Options element

*Two modules chosen from the following:*

*Secure electronic commerce and other applications [IYM005]*

*Standards and evaluation criteria [IYM007]*

*Advanced cryptography [IYM008]*

*Database security [IYM009]*

*Information crime [IYM010] (formerly known as Computer crime)*

*Smart cards/tokens security and applications [IYM012]*

*Digital Forensics [IYM015]*

+

### Project element

*A compulsory Project [IYM011]*

Note: The examination numbers are appended to the module titles in [Annex B](#) and these numbers should be used when completing examination entry forms.

### Prerequisites

#### Core Module

Security Electronic Commerce & Other Applications  
Standards & Evaluation Criteria

Advanced Cryptography

Database security

Information Crime

Smart Cards/Tokens Security & Applications  
Digital Forensics

#### Prerequisite(s)

Network Security and Computer Security

Security Management, An Introduction to Cryptography & Security Mechanisms (also recommended are Network Security & Computer Security)

Introduction to Cryptography and Security Mechanisms

None

None

Introduction to Cryptography & Security Mechanisms  
Computer Security and Network Security

## Annex B – Module Outlines

### New course/module codes

Note that course/module codes are new from the 2011–12 academic year and **replace any previous year's examination numbers**. This change does not affect the syllabus or content of the course/module. The new code for each course/module is shown next to the course title in [Annex A](#) and Annex B of the Programme Specification and Detailed Regulations. For a table showing how old examination numbers are replaced by new course/module codes, see the University of London International Programmes website: [www.londoninternational.ac.uk/new\\_codes](http://www.londoninternational.ac.uk/new_codes)

The examination numbers are appended to the module titles and these numbers should be used when completing examination entry forms.

The use of calculators in the examination of the written papers will only be permitted as indicated on the Admissions Notice.

## Core element

### Security management [IYM001]

This module may only be chosen by students with an effective date of registration of 1 September 2009 or before. This module to be examined for the last time in May 2012, except for a re-sit in 2013.

#### Aims

This module will emphasise the need for good security management. Its aims are to identify the problems associated with security management and to show how various (major) organisations solve those problems.

#### Objectives

On completion of the module, the student will appreciate the complexities of security management, and have seen how some companies attempt to solve these problems.

Assessment: one two-hour unseen written paper (95%) and one Seminar Participation Report (5%).

This module may only be chosen by students with an effective date of registration of 1 September 2010 or after:

### Security management [IYM001]

#### Aims

This module will emphasise the need for good security management. Its aims are to identify the problems associated with security management and to show how various (major) organisations solve those problems.

#### Objectives

On completion of the module, the student will appreciate the complexities of security management, and have seen how some companies attempt to solve these problems.

Assessment: one two-hour unseen written paper (100%).

### An introduction to cryptography and security mechanisms [IYM002]

#### Aims

The approach of this module is non-technical. The main objective is to introduce the students to the main types of cryptographic mechanism, to the security services which they can provide, and to their management, including key management. The mathematical content of this module is minimal. Support materials for the elementary mathematics needed for this module will be provided.

#### Objectives

On completion of this module students will have gained an understanding of the use of, and services provided by, the main types of cryptographic scheme. They should also have gained an appreciation of the need for good key management. This will include an appreciation of the general nature of: encryption techniques for providing confidentiality services (including stream ciphers, block ciphers and public key techniques), mechanisms for providing data integrity and origin authentication, including MACs and digital signatures, message exchanges to provide entity authentication and/or key establishment, and the use of Trusted Third Parties, such as Certification Authorities (CAs), to provide and support Public Key Infrastructures.

Students completing this module should not expect to be able to design algorithms.

Assessment: one two-hour unseen written paper.

## **Network security [IYM003]**

### **Aims**

This module is concerned with the protection of data transferred over commercial information networks, including computer and telecommunications networks. After an initial brief study of current networking concepts, a variety of generic security technologies relevant to networks are studied, including user identification techniques, authentication protocols and key distribution mechanisms. This leads naturally to consideration of security solutions for a variety of types of practical networks, including LANs, WANs, proprietary computer networks, mobile networks and electronic mail.

### **Objectives**

At the end of the module students should have gained an understanding of the fundamentals of the provision of security in information networks, as well as an appreciation of some of the problems that arise in devising practical solutions to network security requirements.

Assessment: one two-hour unseen written paper.

## **Computer security [IYM004]**

### **Aims**

This course deals with the more technical means of making a computing system secure. This process starts with defining the proper security requirements, which are usually stated as a security policy. Security models formalise those policies and may serve as a reference to check the correctness of an implementation. The main security features and mechanisms in operating systems will be examined as well as security related issues of computer architecture. Specific well-known operating systems are then studied as case studies. Other areas investigated include the security of middleware, software protection and web security.

### **Objectives**

On completion of this course students should be able to:

- Demonstrate an understanding of the importance of security models with reference to the security of computer systems.
- Describe the features and security mechanisms which are generally used to implement security policies.
- Provide examples of the implementation of such features and mechanisms within particular operating systems.
- Display a breadth of knowledge of the security vulnerabilities affecting computer systems.
- Demonstrate an understanding of the main issues relating to Web security in the context of computer systems.

Assessment: one two-hour unseen written paper.

## **Options element**

### **Secure electronic commerce and other applications [IYM005]**

#### **Aims**

This module aims to put the role of security into perspective and demonstrate how it forms part of a security system within an application. The aim is to illustrate, usually by the use of case studies, how a particular situation may make certain aspects of security important and how an entire system might fit together.

#### **Objectives**

On completion of the module the students should be able to:

- recognise the security issues that arise in a variety of applications
- appreciate how and why particular applications can address various security concerns
- review how the various security issues in a particular application relate to one another
- analyse how the security aims are met in a particular application.

Assessment: one two-hour unseen written paper.

## **Standards and evaluation criteria [IYM007]**

### **Aims**

Over the last few years, a variety of security-related standards have been produced by international standards bodies. This module examines some of the most important of these standards in detail. In doing so it illustrates how international standards now cover many aspects of the analysis and design of secure systems. The material covered also puts certain other aspects of the degree course in a more structured setting.

The emerging international standards for general-purpose security mechanisms and services are described in some detail. They are presented within the context of the OSI security architecture. The module also covers existing security evaluation criteria, the current process for evaluating secure systems, and guidelines for managing IT security.

### **Objectives**

At the end of the module the student should have gained an appreciation of the scope and some of the technical content of existing and emerging security standards. This will have relevance both in the development of security policies, and in the procurement and configuration of systems to meet security policy needs. The topics covered within the module are also of fundamental importance in the specification and development of new security products.

Assessment: one two-hour unseen written paper.

## **Advanced cryptography [IYM008]**

### **Aims**

This module follows on from the introductory cryptography module (IYM002). In that module, cryptographic algorithms were introduced according to the properties they possessed and how they might fit into a larger security architecture. In this unit we look inside some of the most popular and widely deployed algorithms and we highlight design and cryptanalytic trends over the past twenty years. This course is, by necessity, somewhat mathematical and some basic mathematical techniques will be used. However, despite this reliance on mathematical techniques, the emphasis of the module is on understanding the more practical aspects of the performance and security of some of the most widely used cryptographic algorithms.

### **Objectives**

On completion of this module, students will gain a broad familiarity of the inner-workings of many of today's most widely deployed cryptographic algorithms. Students will also develop a more detailed understanding of some of the most prominent algorithms.

Assessment: one two-hour unseen written paper.

## **Database security [IYM009]**

### **Aims**

This module covers several aspects of database security and the related subject of concurrency control in distributed databases. We will discuss methods for concurrency control and failure recovery in distributed databases and the interaction between those methods and security requirements. We will also examine how access control policies can be adapted to relational and object-oriented databases.

### **Objectives**

At the end of the module the student should

- understand how multi-level security can be preserved within a database whilst still permitting the concurrent execution of transactions.
- understand why confidentiality is so difficult to achieve within a statistical database.
- understand the implications that security and its administration have in the context of commercial databases such as Informix and Oracle.

Assessment: one two-hour unseen written paper.

## **Information crime [IYM010]**

Formerly known as Computer crime

### **Aims**

This module complements other modules by examining the subject from the criminal angle and presenting a study of computer crime and the computer criminal. We will discuss its history, causes, development and repression through studies of surveys, types of crime, legal measures, and system and human vulnerabilities. We will also examine the effects of computer crime through the experiences of victims and law enforcement and look at the motives and attitudes of hackers and other computer criminals.

### **Objectives**

On completion of the module students should be able to:

- follow trends in computer crime
- relate computer security methodologies to criminal methods
- detect criminal activity in a computerised environment
- apply the criminal and civil law to computer criminality
- understand how viruses, logic bombs and hacking are used by criminals
- appreciate the views of business, governments, and the media to instances of computer crime.

Assessment: one two-hour unseen written paper.

## **Project [IYM011]**

### **Aims**

A project is a major individual piece of work. It can be of academic nature and aimed at acquiring and demonstrating understanding and the ability to reason about some specific area of information security. Alternatively, the project work may document the ability to deal with a practical aspect of information security.

### **Objectives**

The student will write a comprehensive dissertation on the topic of the project. On completion of the project students should have demonstrated their ability to:

- work independently on a security-related project, for which they have defined the objectives and rationale,
- apply knowledge about aspects of information security to a particular problem, which may be of an engineering, analytical or academic nature, and
- produce a well-structured report, including introduction, motivation, analysis, and appropriate references to existing work.

### **Supervisor**

Each student will be assigned an academic project supervisor who may give advice on the choice of the project and will monitor its progress. However, it is primarily the responsibility of the student to define and plan the MSc project.

Assessment: one two-hour unseen written paper and by submission of a dissertation.

## **Smart cards/tokens security and applications [IYM012]**

### **Aims**

This course will:

- provide an overview of smart cards/tokens and their properties
- introduce various applications that exploit smart cards/tokens
- examine benefits, threats and attacks
- consider systems for the development, manufacture and management of smart cards/tokens
- review smart card standards and security evaluation methodologies

### **Objectives**

On completion of this module students will be able to:

- identify constituent components, analyse strengths and weaknesses and identify new applications of smart cards
- identify the steps in the manufacturing/personalisation processes, analyse and evaluate potential risks and compare security safeguards

- identify and compare the systems in use, analyse the strengths and weaknesses and evaluate interoperability and security issues
- analyse the range of capabilities of SIM/USIM cards and apply them to new service ideas, evaluate the possible range of services and security measures
- understand the main standards and applications of smart cards for banking and finance, compare with earlier card solutions and analyse strengths and weaknesses of approaches
- analyse the key role of the smart card for passports, IDs and satellite TV, evaluate the security measures that have protected past and current cards
- identify and describe new technologies, including TPMs and apply them to new applications and evaluate the likely suitability/success of approach
- explain how Common Criteria may affect smart card design/development, analyse the different approaches and compare with less formal methods
- identify and describe the classes of attack and notable methods within each class, analyse countermeasures and evaluate practicality of attacks
- identify, compare and evaluate different methods of developing applications for smart cards, and understand the development cycle and the use of practical tools
- analyse the issues concerning smart card lifestyle management, and evaluate and compare methods of local and remote card management

Assessment: One two-hour unseen written paper.

## **Digital Forensics [IYM015]**

### **Aims**

This course will:

- provide the foundations and theoretical underpinnings for an understanding of the way in which data that can subsequently be used as evidence is generated, stored, and transmitted.
- cover methods for the collection and analysis of digital evidence which will not alter the underlying data or potentially trigger destructive mechanisms and which can be reproduced reliably.
- provide an understanding of general and UK legal requirements as well as resulting frameworks for the handling and processing of such evidence.

### **Objectives**

On completion of this module students will have:

- an understanding of the legal requirements for gathering, storing, transmitting, and processing evidence mainly within the United Kingdom and, where appropriate, in other European Union member states
- learned about procedures and recognised practices for handling digital evidence
- gained an understanding of audit and indirect activity records retained by operating systems, particularly in file systems, and on how to retrieve such information
- an understanding of selected network protocols and the collection and derivation of evidence leading to the reconstruction of system and user activity based on network trace information
- learned about infiltration and anti-forensics techniques used particularly by malicious software
- gained an overview of steganographic and particularly steganalytical methods for different types of media
- obtained understanding of retention characteristics of storage systems and non-standard devices such as mobile/smart phones, cloud computing, and vehicular systems



## Annex C Assessment Criteria

Where examinations feature essay-style questions, the following grade description criteria apply:

<b>%</b>	No specific marks are awarded for spelling, punctuation or grammar. However, any significant weaknesses in these areas which result in the examiner having difficulty comprehending an answer may result in less credit being awarded.
<b>85+</b>	Outstanding levels of accuracy and technical competence; deep understanding; near-comprehensive knowledge; exceptional independence of thought; exceptionally well-organised and original answers; high levels of ability in analysis of information; coherent structure; completely addresses all aspects of the question.  As good as could be expected under examination conditions.
<b>70-84</b>	Very high levels of accuracy and technical competence; deep understanding; detailed knowledge; may show some originality in interpretation or analysis; high degree of creativity and independence of thought; high levels of ability in the analysis of quantitative or qualitative information; coherent structure; completely addresses all aspects of the question.
<b>60-69</b>	Good degree of accuracy and technical competence; clear understanding; good breadth of knowledge; some evidence of creativity and independence of thought; generally effective analysis of quantitative or qualitative information; coherent structure; arguments are well constructed; addresses most key aspects of the question.
<b>50-59</b>	Satisfactory degree of competence and technical accuracy; sound understanding and knowledge; familiarity with correct strategies for analysis of quantitative or qualitative information, but possibly with limitations in the process of analysis; adequate structure; there may be some omissions, limited clarity of expression and partial or incomplete understanding of some areas of the topic; addresses some key aspects of the question.
<b>Pass at 50</b>	
<b>40-49</b>	There are some significant omissions or technical inaccuracies; some general understanding and knowledge; weaknesses in detail; the essay may not be fully focused on the question asked; familiarity with correct strategies for analysis of quantitative or qualitative information, but with significant errors in the process of analysis; simple structure.
<b>Condonable 40</b>	
<b>20-39</b>	There are serious technical errors and/or omissions that indicate poor understanding; there may be a failure to address the question as asked; information largely erroneous or has little or no relevance to the question; significant confusion over appropriate analysis of quantitative or qualitative information; analytical work incomplete and erroneous; inadequate structure, with no sense of logical argument.
<b>0-19</b>	The answer shows a clear lack of understanding with major technical errors and omissions; there is little attempt to address the question; information erroneous or has no relevance to the question; substantial error and confusion over appropriate analysis of quantitative or qualitative information; complete inability to analyse information; incomplete, fragmentary or chaotic structure.  Individual marks may be gained for individual accurate facts.

## Grade description for Dissertation:

<b>%</b>	
<b>85+</b>	<p>Exceptional understanding of subject area; exceptional depth of content; outstanding technical accuracy and competence; significant originality in the construction of its research aims and questions; penetrating analysis and critical evaluation; ability to make informed judgements and develop original insights; ability to establish original lines of inquiry; employ different approaches to provide solutions to highly complex and novel problems.</p> <p>Professionally presented; written in an incisive and fluent style with few or no errors; clearly publishable standard of referencing.</p> <p>A high level distinction dissertation should be publishable with editing and minor revision.</p>
<b>70–84</b>	<p>Authoritative understanding of subject area; high degree of depth of content; very high technical accuracy and competence; some originality in statement and fulfilment of aims; ability to analyse critically and formulate questions; excellent research potential; ability to employ different approaches to the solution of complex and novel problems.</p> <p>Excellent presentation; written in a fluent and incisive style with no significant errors; close to publishable standard of referencing.</p> <p>A distinction dissertation should demonstrate professional standards of research.</p>
<b>60–69</b>	<p>Convincing display of understanding of subject area; good all round depth of content; good technical accuracy and competence; very satisfactory fulfilment of aims; challenging in parts; ability to analyse critically; clear evidence of the potential to undertake original research given appropriate guidance and support; ability to solve complex, though not entirely original problems.</p> <p>Well presented and structured; written in a fluent style, with few errors; good referencing standard.</p>
<b>50–59</b>	<p>Sound knowledge and understanding of subject area; satisfactory depth of content; satisfactory sufficiency of content; satisfactory technical accuracy and competence; aims and objectives represent an acceptable challenge; satisfactory fulfilment of aims and objectives; ability to construct coherent and relevant answers to questions; few signs of originality and independence of thought; adequately presented and structured; straightforward presentational style with some errors; adequate referencing standard.</p>
<b>Pass at 50</b>	
<b>40–49</b>	<p>Basic knowledge and understanding of subject area; basic depth of content; borderline sufficiency of content; lack of clarity and accuracy in technical competence; aims fall just below an acceptable standard <i>and/or</i> failure to fulfil stated aims; answers are either incomplete or not entirely coherent; little evidence of independent thought; weak presentation <i>or</i> limited structure; presentation lacks clarity; significant errors of spelling, punctuation or grammar; weak referencing <i>and/or</i> inadequate bibliography.</p>
<b>Condonable 40</b>	
<b>20–39</b>	<p>Fragmentary knowledge and understanding of subject area; limited depth of content; limited sufficiency of content; little or fragmentary accuracy of technical content; no clear aims or questions asked; answers show only a limited degree of understanding; almost no evidence of independent thought.</p> <p>Poorly presented <i>and/or</i> inadequate structure; consistent lack of clarity throughout; significant errors of spelling, punctuation or grammar; little or no referencing and inadequate bibliography.</p>
<b>0–19</b>	<p>Entirely lacking in knowledge and understanding of subject area; totally inappropriate depth of content; totally inappropriate sufficiency of content; entirely lacking accuracy of technical content; no aims or questions asked; totally devoid of independent thought; poorly presented <i>and/or</i> inadequate structure; confused and incoherent; substantial errors of spelling, punctuation or grammar; no references and absent bibliography.</p>

## Glossary of terms

### **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.

### **Annex**

The Annexes 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 Annex to the Detailed Regulations.

### **Award**

An award is a qualification. It may be a degree, diploma or 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 both 'how much' learning is expected and 'how hard' it is (the level of difficulty). 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.

## **Diploma teaching institutions**

Students who are registered for some named Diploma awards are required to attend a Diploma teaching institution that has been recognised by the University of London International Academy for teaching the diploma. Diploma teaching institutions are only recognised to teach diplomas once they have applied and been inspected by the Lead College against established criteria.

## **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.

## **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 academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales. University of London awards are identified as being at one of the levels contained within the FHEQ.

## **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.

## **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 8, Scheme of award, 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.

## **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.

## **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.

## **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 annex 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 hold the signature of the Chief Operating Officer of the University of London International Programmes and his embossed 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 also: [http://www.londoninternational.ac.uk/current\\_students/general\\_resources/handbooks/index.shtml](http://www.londoninternational.ac.uk/current_students/general_resources/handbooks/index.shtml)

### **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: [http://www.londoninternational.ac.uk/current\\_students/general\\_resources/complaints.shtml](http://www.londoninternational.ac.uk/current_students/general_resources/complaints.shtml)

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

The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales. University of London awards are identified as being at one of the levels contained within the FHEQ.

See: <http://www.qaa.ac.uk/academicinfrastructure/fheq/>

### **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/current\\_students/general\\_resources/exams/exam\\_centres/index.shtml](http://www.londoninternational.ac.uk/current_students/general_resources/exams/exam_centres/index.shtml)

### **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 'How you study' for the relevant programmes on the University of London International Programmes website: [www.londoninternational.ac.uk](http://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: [http://www.londoninternational.ac.uk/quality/acad\\_inf/documents/guidelines\\_for\\_exams\\_2010-11.pdf](http://www.londoninternational.ac.uk/quality/acad_inf/documents/guidelines_for_exams_2010-11.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

See: [http://www.londoninternational.ac.uk/quality/acad\\_inf/documents/quality\\_framework\\_2010\\_no\\_ahb.pdf](http://www.londoninternational.ac.uk/quality/acad_inf/documents/quality_framework_2010_no_ahb.pdf)

## **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 <http://www.londoninternational.ac.uk>

## **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: [http://www.londoninternational.ac.uk/study\\_ep/students/student\\_charter.shtml](http://www.londoninternational.ac.uk/study_ep/students/student_charter.shtml)