

General and Admissions Regulations

These *General and Admissions Regulations* must be read in conjunction with the appropriate degree programme regulations (*Taught Degree Regulations* or the *Postgraduate Research Degree Regulations*) and any other associated School Policies, Procedures and Codes of Practice.

Published by SOAS

Contents

| | |
|---|---|
| 1. Scope of the Regulations | 2 |
| 2. Compliance with Regulations and Procedures | 3 |

| | |
|---|----|
| 3. Suspension of Regulations | 3 |
| 4. Award and revocation of Degrees and Other Awards | 4 |
| 5. Admissions Policy | 4 |
| 6. General Admissions Requirements | 5 |
| 6.1 Age on entry | 5 |
| 6.2 General admissions requirements | 5 |
| 6.3 Interviews and tests | 5 |
| 6.4 English language requirements | 5 |
| 6.5 Undergraduate Taught Programmes entry requirements | 6 |
| 6.6 Postgraduate Taught Programmes entry requirements | 6 |
| 6.7 Postgraduate Research Programmes entry requirements | 6 |
| 6.8 Recognition of Prior Learning for Taught Programmes | 6 |
| 7. Registration, Enrolment and Re-enrolment | 7 |
| 7.4 Categories of student registrations | 8 |
| 8. Approved Programmes of Study | 9 |
| 9. Term Dates and Teaching Location | 9 |
| 10. Tuition Fees | 10 |
| 11. Debt or Liability Outstanding | 10 |
| 12. Module Sign-up | 10 |
| 13. Academic Progress | 11 |
| 13.1 Attendance | 11 |
| 13.2 Progression | 11 |
| 13.3 Interruption of study | 11 |
| 13.4 Failure to follow enrolment or other procedures | 11 |
| 14. Change of Degree Registration | 11 |
| 15. Student Discipline | 12 |
| 16. Communications with Individual Students | 12 |
| 17. Internet Access | 12 |
| 18. Assessment | 12 |
| 19. Special Assessments Panel | 13 |
| 20. Academic Misconduct | 13 |
| 20.1 Types of academic misconduct | 13 |
| 20.2 Investigation of academic misconduct | 14 |
| 20.3 Plagiarism | 14 |
| 20.4 Self-plagiarism | 14 |
| 21. Award of a Degree, Diploma or Certificate | 14 |
| 22. Appeals | 14 |
| 23. Notification of Assessment Results | 15 |
| Appendix A – Other School Policies and Procedures | 15 |

1. Scope of the Regulations

- 1.1 The *General and Admissions Regulations* (known as the “General Regulations”) are laid down by the Board of Trustees and can only be suspended or amended by, or with the authority of, that body.
- 1.2 The General Regulations will be published annually and students are subject to the General Regulations in force for the relevant academic year.
- 1.3 Unlike the General Regulations, students will be subject to the degree-specific regulations in force at the time of their first registration on an award or individual module (i.e. *Taught Degree Regulations; Postgraduate Research Degree Regulations.*)
- 1.4 The General Regulations apply to all students who are registered for a degree or other qualification at SOAS i.e. certificates, diplomas, degrees and other qualifications.
- 1.5 The General Regulations apply to all students who are not registered for a degree or other qualification at SOAS but are admitted to follow individual modules at SOAS.
- 1.6 Students must read the General Regulations alongside the degree-specific regulations for their programme of study. All of the School’s Academic Regulations are published on the School’s website.

2. Compliance with Regulations and Procedures

- 2.1 Students are personally responsible for ensuring they are aware of and comply with all SOAS regulations, policies, codes of practice and procedures.
- 2.2 SOAS will not accept responsibility in the case of non-compliance by students with regulations, policies, codes of practice and procedures. Failure to comply may result in the termination of a student’s registration by the School.

3. Suspension of Regulations

- 3.1 Applications for suspension of the General Regulations must be made through the appropriate Head of Department, Head of Institute or Head of the Doctoral School responsible for the degree programme on which the student is applying for or enrolled on. These requests must be made following the [Suspension of Regulations Procedure](#). Such requests will be reviewed by the Academic Registrar and considered by the Pro-Director (Learning and Teaching) on behalf of the Board of Trustees. If suspension is approved, the case will be reported in anonymous form to a nominated committee of Academic Board on an annual basis.
- 3.2 Applications for suspension of the *Taught Degree Regulations* must be made to the Associate Director Teaching Quality (Undergraduate) or Associate Director Teaching Quality (Postgraduate Taught) as appropriate and to the Academic Registrar following the Suspension of Regulations Procedure. Further details can be found in the [Taught Degree Regulations](#).

3.3 Applications for suspension of the [Postgraduate Research Degree Regulations](#) must be made to the Head of the Doctoral School and to the Academic Registrar following the [Suspension of Regulations Procedure](#). Further details can be found in the [Postgraduate Research Degree Regulations](#).

3.4 Students who wish to request the suspension of the General Regulations should follow the procedure outlined in regulation 3.1.

4. Award and revocation of Degrees and Other Awards

4.1 Academic Board has the authority to award any degree, diploma, certificate or other award granted by SOAS in accordance with the Ordinances of the University of London or with the Charter and Statutes of SOAS University of London.

4.2 SOAS may award degrees and other qualifications in its own name.

4.3 Under University of London Ordinance 13, SOAS may award University of London degrees, subject to compliance with Ordinances 12, 14 and 15.

4.4 Academic Board has the authority to revoke any degree, diploma, certificate or other award granted by SOAS in accordance with the Ordinances of the University of London or with the Charter and Statutes of SOAS University of London in the following circumstances:

(a) Administrative error in the award made

(b) The provision of additional information that was unavailable to the examiners at the time of award for a valid and over-riding reason

(c) A recommendation from an Academic Misconduct or Student Disciplinary Committee, including the provision of fraudulent information by the student

(d) Subsequent to making an award, and in accordance with paragraphs 2.3.7-2.3.9 in the [Taught Degree Regulations](#), the student wishes to use the credits obtained in making the award as part of the credits required for a higher award.

4.5 Following appropriate investigation, the Director, acting on behalf of the Academic Board and having taken advice from relevant sources, may rescind an award made on the School's behalf, if subsequent to the award being made, it is established that the holder of an award has misrepresented that award in such a way as is designed to gain unlawful or unfair personal advantage.

5. Admissions Policy

5.1 The School will publish an *Admissions Policy* via the School website on an annual basis. Applicants must comply with the Admissions Policy in place at the time of their application to study a named programme at the School.

5.2 Applications to study at SOAS must be made in accordance with the School's Admissions Policy and via the published application procedure. This will include complying with any deadlines for providing supporting documentation as requested. Applicants for first degrees, including those for

entry to years other than the first year, must apply through the Universities and Colleges Admissions Service (UCAS).

- 5.3 All offers of admission to pursue a programme of study at SOAS are made by the Chief Operating Officer or an authorised nominee. No promise or purported offer made otherwise than in accordance with this Regulation has any validity.
- 5.4 An applicant will not be registered as a student of SOAS unless they have received an offer of admission for the programme of study on which they wish to enrol and have accepted that offer in writing by the published deadline.
- 5.5 Admission to SOAS is conditional upon an applicant signing a declaration and undertaking that they will abide by the regulations, policies, codes of practice and procedures of SOAS laid down by, or with the authority of, the Board of Trustees, as from time to time varied or modified by that Board.
- 5.6 Offers of admission are made for a specific entry date. An applicant who is unable to enrol by the specified date, and has not been given permission to enrol late, may apply to the Chief Operating Officer or authorised nominee, to have their offer of a place deferred to the next normal entry date. Approval to defer is not given automatically and is subject to approval by SOAS. Applications for deferral beyond the next normal entry date, including those for a second deferral, will not normally be granted and, in these circumstances, applicants are required to submit a fresh application. There is no guarantee that a new application will result in an offer of a place.
- 5.7 SOAS reserves the right to reject applications to study on academic grounds or if places are no longer available and to give no reasons to such applicants save at its own discretion. Rejections will be communicated to the applicant only by the Chief Operating Officer or an authorised nominee.

6. General Admissions Requirements

6.1 Age on entry

In order to be admitted to SOAS, a candidate must be at least 17 years of age.

6.2 General admissions requirements

An applicant cannot be admitted to SOAS unless they have satisfied the general admissions requirements applicable to their application, any additional entry requirements for the programme of study applied for and any further conditions set in the individual offer of the place.

6.3 Interviews and tests

Candidates for admission may be called for interview and may be required to take an entrance test.

6.4 English language requirements

Admission to SOAS is conditional upon the possession of a sound knowledge of written and spoken English as outlined in the admissions policy and the School's prospectuses. Applicants may be required to provide evidence of their competence in written and spoken English. The

requirements in respect of English language competence are laid down from time to time by, or with the authority of, the Academic Board. Applicants for admission may be required, as a condition of their registration, to attend pre-sessional and/or in-sessional English language classes.

6.5 Undergraduate Taught Programmes entry requirements

- 6.5.1 The minimum entry qualification is the ability to demonstrate the potential to study at undergraduate level (Levels 3, 4, 5 and 6 of the [Framework for Higher Education Qualifications](#)).
- 6.5.2 In addition to 6.5.1, programmes of study may specify additional entry conditions as outlined in the School's Undergraduate Prospectus or on the School's website.

6.6 Postgraduate Taught Programmes entry requirements

- 6.6.1 The minimum entry qualification is the ability to demonstrate the potential to study at postgraduate level (Level 7 of the [Framework for Higher Education Qualifications](#)). This will normally require an upper second class honours degree awarded by a UK Higher Education institution or a degree of equivalent standard from an overseas institution, extending over a period of not less than three years and in a subject appropriate to the degree to be followed.
- 6.6.2 In addition to 6.6.1, programmes of study may specify additional entry conditions as outlined in the School's Postgraduate Taught Prospectus or on the School's website.
- 6.6.3 Applicants with alternative qualifications may also be considered for entry to a taught postgraduate degree. They may be required to undertake a qualifying programme of study and/or pass an examination before being admitted.
- 6.6.4 LLM re-application: A student who has been awarded the LLM degree at SOAS may apply to enter again for the same qualification in a different field of study, provided that on each occasion the student applies and registers anew, pays the appropriate tuition fees, and complies with the regulations as if entering for the first time. Students may not repeat any modules which they have already passed.

6.7 Postgraduate Research Programmes entry requirements

- 6.7.1 The minimum entry qualification for enrolment for a research degree is normally an upper second class honours degree and a postgraduate taught degree awarded by a UK university institution or a degree of equivalent standard from an overseas institution and in a subject appropriate to the degree to be followed. In exceptional cases we may consider an applicant who does not have an honours degree if they have a strong postgraduate taught degree or an applicant who does not meet the above criteria but shows evidence of extensive and relevant work experience.
- 6.7.2 In addition to 6.7.1, an applicant may, in certain fields and subjects, be required to meet additional qualifications for admission as outlined in the School's Postgraduate Research Prospectus or on the School's website.

6.8 Recognition of Prior Learning for Taught Programmes

- 6.8.1 SOAS may, at its discretion, permit students to enter a programme at an advanced stage on the basis of prior learning where a student has already completed certified learning elsewhere. This process is called accreditation of prior learning or APL. Details of the procedure for applying for APL will be set out in the Admissions Procedure.

- 6.8.2 Applications for advanced entry onto taught programmes on the basis of prior learning (APL) may be considered, at the discretion of the School where:
- a) The credit has been earned at and certified by a recognised degree-awarding body whose academic standards are judged by the School to be at least consistent with those set out in the Framework for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ);
 - b) The credit has been earned at the appropriate academic level and in an appropriate field of study;
 - c) The credit has been achieved through reaching the full pass mark for all modules concerned and not via a condoned or compensated pass;
 - d) The School is satisfied that the accredited prior learning is adequate to justify the recording of such learning as exemption from part of a programme;
 - e) The prior learning to be credited has been achieved within the last three years.
 - f) Accreditation for prior learning may only be considered and accepted prior to an applicant's registration on the SOAS programme of study for which it is to be applied. Retrospective applications for APL will not normally be considered;
 - g) The applicant is responsible for providing appropriate evidence of the prior learning with any application for APL.
- 6.8.3 Credits for modules awarded through APL are included when calculating the total number of credits achieved for the award of undergraduate honours degrees and taught masters degrees. However, credits for modules awarded through APL may not be considered when calculating the total number of credits achieved for an exit award.
- 6.8.4 Credits awarded through APL from institutions other than SOAS will be excluded from the calculation of the classification of undergraduate honours degrees and taught postgraduate degrees. Credits accrued at SOAS, including those previously studied and credited through APL, can be included in the calculation for classification in accordance with the [Taught Degree Regulations](#).
- 6.8.5 For undergraduate programmes APL may be accepted up to a maximum of 120 credits. For postgraduate taught programmes APL may be accepted up to a maximum of 90 credits.
- 6.8.6 In exceptional circumstances on specific programmes and as approved via the usual programme approval procedures, APL will be accepted up to a maximum of 150 credits.

7. Registration, Enrolment and Re-enrolment

- 7.1 A student's date of registration is the date of their first admission and enrolment at SOAS on their degree programme i.e. the date on which their degree programme at SOAS starts.

- 7.2 Registration, enrolment and re-enrolment procedures will be laid down by the Academic Registrar annually and all successful applicants or students must register, enrol or re-enrol, as appropriate, in accordance with these procedures.
- 7.3 Applicants or students may not attend classes or use the facilities of SOAS until they have completed enrolment or re-enrolment procedures.
- 7.4 Categories of student registrations**
Students registering at SOAS will do so under one of the following categories:
Full programme – students enrolled at SOAS on a programme of study leading to a SOAS award.
Visiting – students enrolled at SOAS for a defined period to undertake modules or other study which is to be used towards an award at another institution. This would include, but is not limited to, students hosted on exchange programmes, students hosted on year abroad programmes, students hosted under arrangements in memorandums of understanding with partner institutions, intercollegiate students and Erasmus students.
Associate – students enrolled at SOAS to undertake study at the School outside of any programme or partnership agreement.
Validated – students enrolled on a programme at a SOAS partner institution validated by SOAS as leading to a SOAS award.
- 7.5 In respect of full programme students, initial enrolment will include registration for the qualification being sought. Students must register at the beginning of their programme of study for the degree programme and mode of study for which they have been offered a place. Visiting students must register and enrol prior to starting study at the School in accordance with any relevant intercollegiate, exchange or partnership agreement. Associate students must complete registration and enrolment prior to starting study at the School. Validated students must fully register at the SOAS partner institution and it is the partner institution that will register them with SOAS as set out in the relevant partnership agreement.
- 7.6 Registration may be full or provisional. Full registration remains valid until the end of the current academic year or until the end of the qualification sought or until registration is terminated or lapses, whichever is the sooner. Provisional registration shall last until such time as prescribed by the School in each case.
- 7.7 Students following programmes of study of more than one year duration must re-enrol at the beginning of each subsequent academic session as determined by the structure of their programme of study.
- 7.8 Completion of enrolment and re-enrolment will depend on a student having met the following conditions:
- 7.8.1 To have met all admissions requirements for the programme of study;
 - 7.8.2 To have completed all online and in-person registration and enrolment procedures;
 - 7.8.3 To have paid all fees and charges to the School or to have provided guarantees of such payment satisfactory to the School within the published timeframe;

7.8.4 To not have been barred from further registration at the School due to any breaches of the School's regulations, policies, codes of practice or procedures.

- 7.9 Students on taught programmes of study must comply with the module sign-up process published annually by the School.
- 7.10 Students can only be registered for one qualification at SOAS at a time. Students cannot be registered concurrently for another degree at another Higher Education Provider unless such additional registration is specifically agreed with the other Provider as part of a specific validation or partnership arrangement with SOAS.
- 7.11 A student who has been awarded a SOAS qualification may not subsequently be registered for the same qualification in the same subject or branch of study.
- 7.12 It is the responsibility of applicants and students to ensure that information which they provide is accurate and complete. This requirement applies, amongst other things, to applications, qualifications, and registration, enrolment and re-enrolment. SOAS reserves the right to withdraw the offer of a place or to terminate or suspend a student's registration or to prevent enrolment or re-enrolment if fraudulent information has been supplied or if information has been fraudulently withheld.
- 7.13 Students may be required to provide proof of identity, academic qualifications and other information which they have submitted. SOAS reserves the right to withdraw the offer of a place or to terminate or suspend a student's registration or to prevent enrolment or re-enrolment if proof is not produced in the means specified and within the agreed time limit. SOAS also reserves the right to make such enquiries as it thinks fit to ascertain the accuracy of information submitted to it.

8. Approved Programmes of Study

- 8.1 The [Taught Degree Regulations](#) and [Postgraduate Research Degree Regulations](#) stipulate, among other things, the normal attendance modes and duration for approved programmes of study.
- 8.2 SOAS reserves the right to withdraw or alter programmes of study or modules. Advance notice will be given to students of alternative options.
- 8.3 A student registered for a degree which requires the acquisition of fluency in a foreign language may be required or permitted to spend part of the programme of study abroad for this purpose. The length of the period spent in study abroad shall be specified in the programme specification, but will not normally exceed a maximum of one year's duration for a full-time programme.

9. Term Dates and Teaching Location

- 9.1 The School's term dates will be approved annually by the nominated committee of Academic Board and published on the School's website.

- 9.2 All teaching will take place in property owned or leased by SOAS for that purpose, except where SOAS specifically authorises teaching to take place elsewhere.

10. Tuition Fees

- 10.1 Tuition fee rates are published for specific academic sessions and are fixed for the duration of that session. Students are required to pay the tuition fees relevant to their year of study.
- 10.2 Tuition and other fees will be charged according to the *School's Refund and Charging Policy* which can be found on the [tuition fees page](#) of the School's web site.
- 10.3 No applicant or student will have completed registration, enrolment or re-enrolment procedures until the appropriate tuition fees have been paid or there is written assurance, acceptable to the Academic Registrar, that the tuition fees will be forthcoming from a reliable source such as Student Finance or other formal sponsor found acceptable to the Academic Registrar.
- 10.4 Provision will be made for self-funded students undertaking on-campus degree programmes with a minimum tuition fee of £1500 to pay tuition fees in instalments.

11. Debt or Liability Outstanding

- 11.1 Where a student has a debt or other liability outstanding to SOAS, the University of London or to another College of the University, SOAS reserves the right to take action to obtain settlement, including legal proceedings.
- 11.2 A debt or liability may include, among other things, outstanding tuition fees or loans and outstanding library debts (including unreturned library items). Action may include: the withholding of end-of-session results or award documents; loss of access to facilities including online resources; refusing re-enrolment in the following academic session; suspension or cancellation of registration or enrolment and exclusion. Where other measures prove unsuccessful SOAS may institute legal proceedings.

12. Module Sign-up

- 12.1 All new and returning students on taught programmes must select their modules in line with the School procedures for module sign-up (known as "module sign-up") and by the published deadline. Students are required to select their modules for each academic year no later than the start of the academic year.
- 12.2 Students will be required to select their modules via the online system which will be available at certain points in the academic year for this purpose. Students will be notified in advance of these periods.
- 12.3 All module selections are provisional until they have been approved by the student's home Department.

12.4 Any exceptions to this procedure will be published annually.

13. Academic Progress

13.1 Attendance

Students are required to attend regularly and punctually all lectures, classes, tutorials and seminars which form the programme of study for which they are enrolled and any prescribed English language classes as set out in the [Attendance Policy](#). Students are required to comply with instructions concerning attendance which may be issued from time to time by, or with the authority of, the Head(s) of Department(s) in which they are studying and comply with any programme or award attendance requirements.

13.2 Progression

For programmes of longer than one year duration, progression from one year to the next will be subject to the student satisfying the Board of Examiners in respect of such progression or, in the case of a research student, subject to a satisfactory report from the student's Supervisory Committee. Progression in taught programmes of study is governed by the [Taught Degree Regulations](#) which specify the decisions available to the relevant Board(s) of Examiners. Students who fail to satisfy the relevant Board(s) of Examiners will not be permitted, at that time, to proceed to the next normal year of their programme of study.

13.3 Interruption of study

SOAS may, at its discretion, grant an interruption of study to a candidate on grounds of illness or other cause found adequate, for a period of up to one year. Applications for interruption must be made in accordance with the published procedure and are not granted automatically. Applications for interruption of study are normally only permitted for a maximum of one year at a time. Applications for longer than one year must be approved by the Associate Director Student Welfare or Head of the Doctoral School, as appropriate. Applications will not normally be approved for periods of interruption of study exceeding two years in total.

13.4 Failure to follow enrolment or other procedures

Students who interrupt their studies without approval as set out in 13.3 or who otherwise fail to re-enrol at the designated time will normally be deemed by the Academic Registrar to have withdrawn from their studies. In such cases an application for re-registration will be considered by the Academic Registrar and relevant Head of Department(s) and, if granted, may be subject to specified conditions.

14. Change of Degree Registration

14.1 Students who wish to apply for a change of degree registration relating to the current academic year must submit a completed degree transfer application form to the Registry by the deadlines published annually on the Registry website. Changes to degree registration after deadlines will be considered in exceptional circumstances via the usual procedure for the suspension of regulations.

15. Student Discipline

- 15.1 No student shall engage in activity likely to interfere, in the broadest sense, with the proper functioning or activities of SOAS or those who work or study in SOAS or undertake action which otherwise damages SOAS.
- 15.2 Students are required to comply with the [Student Code of Conduct](#) and the [Policy of Freedom of Speech and the Conduct of Events](#).
- 15.3 Students are required to comply with all regulations, policies, codes of practice and procedures from time to time laid down by, or with the authority of, the Board of Trustees or Academic Board and with all relevant legislation.
- 15.4 Students are required to abide by the rules for its use as laid down from time to time by the Library.
- 15.5 Students are required to abide by the rules for the use of SOAS computer systems. Users must comply with the General Data Protection Regulations insofar as they are relevant to their activities. Conduct by a user in contravention of GDPR or which may involve SOAS in a contravention is an offence.
- 15.6 Contravention of Regulation 16 renders a student liable to penalties, which in serious cases may extend to suspension or termination of registration. Such penalties shall be imposed in accordance with the disciplinary or other procedures from time to time laid down by, or with the authority of, the Board of Trustees or Academic Board.

16. Communications with Individual Students

- 16.1 Students are required to use their SOAS email to communicate with the School and should monitor their SOAS email regularly for important communications from the School. Students are required to keep the School informed of their current home and term-time address and other contact details.
- 16.2 Communications sent to an individual student must be regarded as applying to that student only.

17. Internet Access

- 17.1 All students are required to have regular internet access, allowing them to access programme resources on the Bloomsbury Learning Environment (Moodle), to submit assessments, and to access the programme specifications and regulations for their programme of study and modules.

18. Assessment

- 18.1 The term assessment includes assessment of a module by unseen written examination, coursework, project, dissertation, oral examination, performance or any combination of these or other forms of assessment as approved by the School and recorded in the module specification. Where used without modification, the word examination refers to a written examination.
- 18.2 No student will be admitted to an assessment unless they have attended the appropriate programme and/or module(s) of study in preparation for the assessment.
- 18.3 Candidates may have their entry to an assessment or assessments cancelled if they have not attended the appropriate programme and/or module(s) to the satisfaction of SOAS or in accordance with attendance requirements prescribed for the relevant programme and/or module(s) of study.
- 18.4 Candidates who re-enter for any part of an assessment shall be assessed in accordance with the regulations that were current when they first entered for assessment.
- 18.5 Absence from an assessment will result in a failure being recorded unless the student has mitigating circumstances accepted in line with the School's [Mitigating Circumstances Policy](#).
- 18.6 Candidates must abide by the instructions to candidates governing the assessments for which they have entered. Failure to observe the instructions to candidates may constitute academic misconduct and be referred for investigation under the School's [Academic Misconduct Policy](#).
- 18.7 Examination scripts, dissertations, independent study projects, or essays for modules assessed wholly by one piece of coursework, are the property of SOAS and will not be returned to candidates.

19. Special Assessments Panel

- 19.1 Students eligible for special assessment arrangements on the grounds of disability may be referred to the Special Assessment Panel by the Student Advice and Wellbeing Team, if they require special adjustments or alternative assessments.

20. Academic Misconduct

20.1 Types of academic misconduct

Conduct which constitutes academic misconduct includes but is not restricted to:

- (a) introduction of non-permitted materials into an assessment or examination
- (b) removal of an examination script or examination stationery from the examination room unless explicitly authorised
- (c) any attempt to confer or gain access to the examination script or other assessment of another candidate
- (d) any attempt to tamper with an examination script after the completion of the examination
- (e) impersonation or attempted impersonation of a candidate
- (f) plagiarism in any assessed work as defined by the School regulations on plagiarism (including self-plagiarism)

- (g) falsification or misrepresentation of data, results, references, evidence or other information
- (h) contract cheating (work produced by third parties, i.e. ghostwriting, essay mills or other sources)
- (i) proof-reading of assessed/examined work which is deemed to have gone beyond the normal correction of spelling or punctuation to a degree whereby the work may not be considered to be the student's own
- (j) any conduct likely to give an unfair advantage to the candidate.

20.2 Investigation of academic misconduct

Investigation of cases of suspected academic misconduct will be governed by the School's [Academic Misconduct Policy](#). In all proceedings in relation to academic misconduct, a student will be presumed innocent of the charge until the contrary is proved on the balance of probabilities or the candidate admits culpability.

20.3 Plagiarism

All work submitted as part of the requirement for any assessment of SOAS must be the student's own work and expressed in their own words and incorporate their own ideas and judgements. Plagiarism – that is, the presentation of another person's thoughts or words as though they were the student's own – must be avoided and all work must be referenced using approved referencing procedures.

20.4 Self-plagiarism

Work submitted for one module may not be used for another module without acknowledgement and prior approval by the module convenor. Where students draw on their own previous written work, whether submitted for their current degree, or for a previous degree or qualification, this must be clearly stated and referenced accordingly.

21. Award of a Degree, Diploma or Certificate

21.1 To be awarded a degree, diploma or certificate a candidate must:

21.1.1 Have completed to the satisfaction of SOAS the programme of study prescribed in the programme specification and relevant regulations for the particular award for which the student registered.

21.1.2 Within the period prescribed, have been examined in all parts of the examination for that degree, diploma or certificate and have shown a competent knowledge in the examination as a whole.

21.2 In addition, the candidate must have settled, or agreed to settle to the satisfaction of SOAS, any debt or outstanding liability to SOAS, the University of London or to another College of the University of London.

22. Appeals

22.1 A student who wishes to make an appeal in respect of their progression and/or assessment outcomes should follow the School's [Appeals Policy](#).

- 22.2 Appeals can only be made once the results have been ratified by the examiners and released by the Registry.
- 22.3 The grounds for appeal are limited to the following:
 (a) administrative or procedural irregularity/error
 (b) the presentation of new evidence of mitigating circumstances where, for good reason, the decision-making body was not made aware of these
 (c) prejudice or bias or perception of such which can be proven
- 22.4 Students cannot appeal against the academic judgement of examiners.
- 22.5 Students who are unhappy with the outcome of the School's Appeals Procedure have recourse to the Office of the Independent Adjudicator for Higher Education (OIA) as outlined in the [Appeals Policy](#).

23. Notification of Assessment Results

- 23.1 Students will be notified of their results routinely after the results have been ratified by the appropriate School examining body. The actual dates for taught degree programmes will be published on the Registry web page. The date for the release of postgraduate research results will depend on when the final examination is taken.
- 23.2 A certificate will be sent to each student who has been awarded a degree within three months from the date of award, without charge.
- 23.3 All marks received during the course of a student's programme of study are provisional until ratified by the examiners.
- 23.4 The publication and notification of results will comply with the requirements of the General Data Protection Regulation.

Appendix A – Other School Policies and Procedures

- A1 Further regulations, codes of practice, policies and procedures, which are referred to in these regulations and should be read in conjunction with them, can be found at <https://www.soas.ac.uk/registry/degreeregulations/>.

Document Version

| Valid from | Author | Changes | Published |
|------------|--|-------------------------|----------------|
| 2015/16 | John Peck, Head of Registry and Quality | See 2015/16 Regulations | September 2015 |
| 2016/17 | Eva Peters, Curriculum & Regulations Officer | See 2016/17 Regulations | September 2016 |
| 2017/18 | Eva Peters, Curriculum & Regulations Officer | See 2017/18 Regulations | August 2017 |

| | | | |
|---------|---|---|-------------|
| 2018/19 | Rebecca Harrison, Academic Registrar | See 2018/19 Regulations | August 2018 |
| 2019/20 | Jenni Rhodes, Academic Registrar | <p>Inclusion of FHEQ Level 3 6.5.1</p> <p>Updates related to prior learning 6.8.6</p> <p>Updates to terminology and job titles to reflect restructuring (throughout)</p> <p>Clarification of student registration categories 7.4 Clarification of fees repayment process for self-funded students 10.4</p> <p>Clarification of the definition pertaining to outstanding debt or liability to the school 11.2</p> <p>Clarification of registration requirements as result of missed deadline 14.1</p> <p>Inclusion of GDPR regulation 15.5</p> <p>Deletion of 'Disability Officer' insertion of the Student Advice and Wellbeing Team 19.1</p> | August 2019 |