

Overseas Summer Schools - Programme Regulations 2018

The following King's College London Summer School Programme Regulations ('the Programme Regulations') apply to the Overseas Summer School Programme ('the Programme'). The College's Academic Regulations and Regulations Concerning Students apply to the extent set out below and are published on the College's website.

As a condition of enrolment on the Programme, every student is required to comply with the Programme Regulations. Students are expected to familiarize themselves with these Programme Regulations; an assertion of ignorance of their provisions cannot be accepted as a basis for an exception to them. No student or group of students should expect to be warned individually to conform to any of the regulations. Students are advised to pay special attention to all deadlines.

Definitions

Contact time – 15 timetabled hours as defined in the course profile for each module

Off campus study - Some King's College Overseas Summer School modules are partly or entirely taught off campus. They remain subject to King's College London approval and regulations.

1. Regulations for admission and registration

1.1 To be admitted to the Summer School at King's applicants will usually:

- Be between 15-18 years old. This includes students who have turned 15 years of age by 31st August 2018.
- Have yet to begin undergraduate study
- Have met our minimum English language requirements (see 1.2)

1.2 English language requirements

You should either be already taught in English or hold English language qualifications.

1.3 Module allocation

Students are required to select the modules for study, for approval by the Summer School.

1.4 Attendance & Participation

Students need to attend a minimum of 80% of timetabled contact hours to receive a

Certificate of Participation. There is no exemption if classes are missed due to illness, visa issues or for other reasons, excepting Unforeseen Circumstances (see 4). If discussed in advance with the tutor and Summer School office mitigating circumstances may apply; there is a process in place for this.

1.5 Deferral due to illness

If a student falls ill and cannot attend class, s/he needs to contact their course faculty and a nominated programme representative immediately to register their absence.

Deferral and withdrawal from examinations and other assessment for illness or other good cause during the teaching time of the module is at the faculty's discretion.

In exercising her/his discretion, the faculty must be satisfied that:

- (a) The illness or other good cause would render the student unfit to complete the assessment by the deadline; and
- (b) That the illness or other good cause would either:
 - (i) have a significant and adverse impact on the student's performance in the examination or other assessment; or
 - (ii) would prevent the student from completing or submitting the assessment within the given time-frame.

2. Module Evaluation

King's College London Summer School will seek the views of students on all aspects of their module through written feedback on the design, delivery and assessment of their module. Module evaluation will normally consist of a questionnaire completed by the student, either in paper or electronic form, at any point at or before the final teaching session of the module.

King's expects every student to participate in the module evaluation process.

The purpose of the module evaluation is to gather evidence to inform academic judgements about all aspects of the design, delivery and assessment of modules, in order to refine/develop/change aspects of the module to enable a good student experience.

3. Complaints

A student wishing to make a complaint must follow the provisions set out in the Summer Programmes Complaints Procedure.

4. Unforeseen Circumstances

In the event of inclement weather and other unforeseen circumstances (typhoons and tropical cyclones Signal 8, Red or Black Rain warning) all classes will be cancelled on the day itself, with as much notice given to students as possible.