The Institute of Ismaili Studies

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General and Admissions Regulations

These General and Admissions Regulations are reproduced and adapted from those published by SOAS. They must be read in conjunction with the Taught Degree Regulations and any other associated IIS Policies, Procedures and Codes of Practice. The reference document for these regulations is published on the [SOAS website](#).

Contents

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 of SOAS 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 of the IIS enrolled on programmes validated by SOAS 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 Taught Degree Regulations in force at the time of their first registration on an award or individual module.

1.4. The General Regulations apply to all students who are registered for a degree or other qualification at the IIS that is validated by SOAS as the awarding body.

1.5. Students must read the General Regulations alongside the degree-specific regulations for their programme of study. All the academic regulations and associated policies relevant to IIS students are published on the Institute's website.

2. Compliance with Regulations and Procedures

2.1. Students are personally responsible for ensuring they are aware of and comply with all IIS regulations, policies, codes of practice and procedures.

2.2. The IIS 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 IIS.

3. Suspension of Regulations

3.1. Applications for suspension of the General Regulations must be made through the Head of Quality Assurance at the IIS to the Associate Academic Registrar (Assessment & Quality

Assurance) at SOAS. 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 the SOAS Academic Board on an annual basis.

3.2. Applications for suspension of the Academic Regulations must be made through the Head of the Department of Graduate Studies at the IIS to the Associate Academic Registrar (Assessment & Quality Assurance) at SOAS and to the Academic Registrar following the Suspension of Regulations Procedure. Further details can be found in the Taught Degree Regulations.

3.3. 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. SOAS 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 validates IIS programmes and awards SOAS postgraduate taught qualifications, provided that the awards are deemed by SOAS of equivalent quality to SOAS awards.

4.3. The SOAS 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:

4.3.1. Administrative error in the award made

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

4.3.3. A recommendation from an Academic Misconduct or Student Disciplinary Committee, including the provision of fraudulent information by the student

4.3.4. Subsequent to making an award, and in accordance with 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.

4.4. Following appropriate investigation, the Director of SOAS, acting on behalf of the SOAS Academic Board and having taken advice from relevant sources, may rescind an award made on behalf of the IIS, 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 IIS will publish an *Admissions Policy* via the IIS 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 IIS.

5.2. Applications to study at the IIS must be made in accordance with the Institute's Admissions Policy and via the published application procedure. This will include complying with any deadlines for providing supporting documentation as requested.

5.3. All offers of admission to pursue a programme of study at the IIS are made by the Director 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 the IIS 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 the IIS is conditional upon an applicant signing a declaration and undertaking that they will abide by the regulations, policies, codes of practice and procedures of the IIS 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 Director 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 the IIS and 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. The IIS 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 Director or an authorised nominee.

6. General Admissions Requirements

6.1. Age on entry

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

6.2. General admissions requirements

An applicant cannot be admitted to the IIS 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 the IIS is conditional upon the possession of a sound knowledge of written and spoken English as outlined in the admissions policy and the Institute'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 SOAS 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. Postgraduate Taught Programmes entry requirements

6.5.1. The minimum entry qualification is the ability to demonstrate the potential to study at postgraduate level (Level 7 of the [Frameworks for HE Qualifications of UK Degree-Awarding Bodies](#) (FHEQ)). 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.

6.5.2. In addition to 6.5.1, programmes of study may specify additional entry conditions as outlined in the IIS' Prospectus or on the IIS' website.

6.5.3. 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. Recognition of Prior Learning for Taught Programmes

6.6.1. The IIS may, at its discretion, permit students to enter a programme at an advanced stage based on 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 Policy.

6.6.2. Applications for advanced entry onto taught programmes based on prior learning (APL) may be considered, at the discretion of the IIS where:

a) The credit has been earned at and certified by a recognised degree-awarding body whose academic standards are judged by the IIS to be at least consistent with those set out in the 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 IIS 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 IIS 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.

6.6.3. Credits for modules awarded through APL are included when calculating the total number of credits achieved for the award of taught master's degrees. However, credits for modules awarded through APL may not be considered when calculating the total number of credits achieved for an exit award.

6.6.4. Credits awarded through APL from institutions other than the IIS or SOAS will be excluded from the calculation of the classification of taught postgraduate degrees. Credits accrued at the IIS or SOAS, including those previously studied and credited through APL, can be included in the calculation for classification in accordance with the Academic Regulations.

6.6.5. For postgraduate taught programmes APL may be accepted up to a maximum of 90 credits.

6.6.6. 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 the IIS on their degree programme i.e. the date on which their degree programme at the IIS starts.

7.2. Registration, enrolment and re-enrolment procedures will be laid down by the Head of the Department of Graduate Studies 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 the IIS until they have completed enrolment or re-enrolment procedures.

7.4. Students registering at the IIS will be enrolled on a programme of study 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. The IIS 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 IIS 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 Institute or to have provided guarantees of such payment satisfactory to the Institute within the published timeframe.

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

7.9. Students can only be registered for one qualification at the IIS 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 the IIS.

7.10. A student who has been awarded an IIS or SOAS qualification may not subsequently be registered for the same qualification in the same subject or branch of study.

7.11. 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. The IIS 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.

7.12. Students may be required to provide proof of identity, academic qualifications and other information which they have submitted. The IIS 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. The IIS and SOAS also reserve the right to make such enquiries as either thinks fit to ascertain the accuracy of information submitted by applicants or students.

8. Approved Programmes of Study

8.1. The Taught Degree Regulations stipulate, among other things, the normal attendance modes and duration for approved programmes of study.

8.2. The IIS 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 IIS' term dates will be approved annually by the Academic Council and published on the IIS' website.

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

10. Tuition Fees

10.1. Tuition fees for IIS students are currently met by a fully funded scholarship programme which covers the cost of tuition fee.

11. Debt or Liability Outstanding

11.1. Where a student has a debt or other liability outstanding, the IIS 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 the IIS 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 procedures of the IIS 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 of the Department of Graduate Studies 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 Exam Board in respect of such progression. Progression in taught programmes of study is governed by the Taught Degree Regulations which specify the decisions available to the relevant Exam Board. Students who fail to satisfy the Exam Board will not be permitted, at that time, to proceed to the next normal year of their programme of study.

13.3. Interruption of study

The IIS 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 Director. 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 IIS to have withdrawn from their studies. In such cases an application for re-registration will be considered by the Head of the Department of Graduate Studies 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 Academic Administrator 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 the IIS or those who work or study in the IIS or undertake action which otherwise damages the IIS.

15.2.   Students are required to comply with all IIS policies including the Freedom of Speech Policy and External Speakers Policy.

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, Joint Programme Committee, or Academic Council, 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 IIS 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 the IIS 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, Joint Programme Committee, or Academic Council.

16. Communications with Individual Students

16.1. Students are required to use their IIS email to communicate with the Institute and should monitor their IIS email regularly for important communications from the Institute. Students are required to keep the IIS 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 IIS Learning Environment (Moodle) and Student Portal, 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 IIS 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 the IIS 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 IIS 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 IIS 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 the IIS 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 a Special Assessment Panel by the Student Services 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 IIS' 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. ghost-writing, 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 IIS 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 the IIS 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 the IIS and SOAS the programme of study prescribed in the programme specification and relevant regulations for the 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.
21.2.   In addition, the candidate must have settled, or agreed to settle to the satisfaction of the IIS, any debt or outstanding liability to the IIS, 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 IIS Academic Appeals Policy.

22.2.   Appeals can only be made once the results have been ratified by the examiners and released by the IIS.

22.3.   The grounds for appeal are limited to the following:

22.3.1. administrative or procedural irregularity/error

22.3.2. the presentation of new evidence of mitigating circumstances where, for good reason, the decision-making body was not made aware of these

22.3.3. 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 Academic Appeals Procedure have recourse to SOAS and the Office of the Independent Adjudicator for Higher Education (OIA) as outlined in the IIS Academic 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 examining body of SOAS.

23.2.   A certificate will be sent to each student who has been awarded a degree, without charge.

23.3.   All marks received during 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.

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Appendix A – Other 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.iis.ac.uk/about-us/our-institution/governance/policies-and-documents/.