

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS 2014/15

SECTION 3 ADMISSIONS and REGISTRATION

3.1 Admission of Students to the University

- 3.1.1 Admission is the process through which someone, as an applicant, asks to become a student of the University of Bedfordshire. Each application from someone for admission as a student of the University is considered on its merit, based on the University's admissions policy and our mission and values. The admission of a student to study in the University is at the University's discretion, and is based on the reasonable expectation that the student is able
- to show the ability to study at HE level,
 - to complete the objectives of the course or programme of study and
 - to achieve the standard required for the award.
- 3.1.2 A prospective student or applicant must have already achieved certain educational levels and/or qualifications prior to their entry which align with the academic level of the course and the subject to be studied. These entry qualifications, including the expectations of competence in English are set by the Academic Board in line with admissions policy of the University. Before starting on a particular programme of study the applicants may also need to have specific qualifications that prepare them for that course which are set by the Academic Board through the course approval processes.
- 3.1.3 Applicants are admitted to study at the University and can become students of the University of Bedfordshire on condition that:
- they have the necessary entry qualifications and they have completed all the registration, orientation and induction procedures and,
 - they agree to comply with the regulations, rules, codes of conduct, policies and other procedures of the University as approved by the Academic Board and/or the Vice Chancellor and/or the Board of Governors from time to time and,
 - they have paid all the fees as set out in paragraph 3.3.4 below.
- 3.1.4 If someone is under 18 years old when they expect to register and become a student of the University, a formal consent is required from those responsible for the applicant. This must be through a consent form signed by the parent or legal guardian and by someone who is ordinarily resident in the UK to confirm their approval. The person resident in the UK takes responsibility for the student concerned until they are over 18. Where the parent or guardian is not ordinarily resident in the UK, the University requires satisfactory arrangements for supervision to be made prior to the registration of the prospective student.
- 3.1.5 Applicants are required to disclose all facts and information that might be relevant to their application for admission. The University reserves the right to: (i) withdraw any offer of admission to study at the University; or (ii) cancel any acceptance of such an offer where the offer has been made as a result of using false or misleading information, or by the non-disclosure of information that would have affected the decision about the application for admission.
- 3.1.6 The University similarly reserves the right to stop the registration or terminate the studies of a student who is subsequently found to have gained admission by providing false or misleading information or non-disclosure of information in support of the application. Such students will have no right to a refund of their fees and any credits or awards they have achieved may be

withdrawn.

- 3.1.7 The University establishes arrangements for students with disabilities to be supported and assessed as appropriate, and it makes reasonable adjustments as required to enable disabled students to follow the programme of study on which they register. Applicants with a disability are encouraged to declare their disability to the University during the admission process or as soon as possible thereafter.

3.2 Entry Qualifications

- 3.2.1 The University publishes detailed information on the qualifications required for admission to its courses, together with their equivalents www.beds.ac.uk/.
- 3.2.2 Holding the indicated entry qualifications does not guarantee an applicant a place because the numbers of students the University can admit at any particular time may be constrained - eg by externally imposed number limits or the limitations of University resources. The University establishes recruitment targets agreed through Academic Board for its different courses and learning provision and selection processes apply to decide to whom a place will be offered.
- 3.2.3 The minimum benchmark entry qualifications for undergraduate level courses are as follows:
- a) *Integrated Masters, Bachelor's degrees, Diplomas of Higher Education and Certificates of Higher Education*: having two A levels or equivalent;
 - b) *Foundation degrees and Higher National Diplomas*: having one A Level or equivalent;
 - c) *Professional Graduate Certificate of Education and Graduate Diploma*: having an Honours degree

Extended undergraduate degrees have specific entry requirements agreed through the course approval process.

The University may accept evidence of experience in appropriate employment as qualifying the applicant for entry.

- 3.2.4 The minimum benchmark entry qualifications for postgraduate level courses are as follows:
- a) having an Honours degree from a UK university, or equivalent; or
 - b) having exceptionally, evidence of previous advanced study, research or professional experience, which the University accepts as qualifying the applicant for entry.
- 3.2.5 Students, whose previous education has not been delivered through the medium of the English language, are required to demonstrate proficiency in English by the presentation of original certificates as follows for entry to a UG or PG course (excluding specific exceptions for which Academic Board approval has been given):
- a) IELTS overall score of 6.0 with 5.5 in each element

- b) TOEFL IBT with total score of 87 with a minimum of Listening 17, Reading 18, Speaking 20, Writing 17
- c) Pearson Test of English Academic (PTE Academic) – score between 52 and 54 with a minimum of 51 in each band
- d) Cambridge Certificate in Advanced English (CAE), minimum grade C
- e) Cambridge Certificate in Proficiency in English (CPE), minimum grade C
- f) or equivalent**

**The University accepts only the qualifications listed above, and in the event of non-standard qualifications (i.e. those not listed here) the University's Department of English Language and Communication is responsible for determining whether that qualification is equivalent to a standard qualification listed above.

3.2.6 Students may be exempt from the requirement to have a formal English language qualification if they have studied for a first degree in the medium of the English language in a majority English-speaking country, or they have passed one of the following:

- a) 2 GCE A Levels (in English) in discursive subjects validated in the UK – minimum grade D
- b) GCSE/IGCSE or O Level English language grade C or above validated in the UK
- c) Scottish Certificate of Education Standard Grade English, minimum grade C
- d) Scottish Certificate of Education Higher Grade English, minimum grade D
- e) Irish Leaving Certificate – Ordinary Level English, minimum grade C
- f) Irish Leaving Certificate – Higher Level English, minimum grade D
- g) West African Examinations Council School Certificate (WAEC SSCE): Minimum Grade C/6

3.2.7 A list of equivalent English Language qualifications is approved from time to time by the Academic Board. These are listed with other equivalents in detailed entry requirements published by the Registry www.beds.ac.uk/. All students unable to present such certification or equivalent are required to attend English classes before admission onto a course and to the University and reach an appropriate standard in relation to the award for which they register to study.

3.3 Registration as a student of the University

3.3.1 Registration is the process through which someone is confirmed as a student of the University of Bedfordshire. On admission to the University every student must complete registration, and the course or programme of study they want to follow including the "diet" of units they take - is confirmed at registration. Also as part of registration students must provide a declaration acknowledging their obligations to the University.

3.3.2 Students must undertake this process of registration and re-registration annually as and when required during their course or programme of study.

3.3.3 Registration includes a binding contractual commitment by a person, who has chosen to take a course or programme of study at the University to pay the tuition fees due. This commitment takes place when a student signs the registration form or otherwise indicates an intention to be bound by its terms in a way that is acceptable to the University following provision of personal and academic information on line

and/or in person and paying all they owe or a part of the tuition fees with an agreed payment.

- 3.3.4 No person is recognised as being registered as a student of the University and is not a student until:
- a) tuition fees have either been paid in full for the current academic year, or other arrangements have been made for that payment of fees, which are acceptable to the University; and
 - b) all other fees and sums due to the University incurred in the previous academic year or academic period have been discharged in full.

Course Registration

- 3.3.5 All units are offered subject to the constraints of the timetable, the availability of specialist staff, and to any restrictions on the number of students who may be taught on a particular unit. All units are listed in the relevant course handbook or other course material, but are not necessarily offered every year. Course structures are subject to annual review.
- 3.3.6 The establishment, delivery and continuation of a course or programme of study is subject to the availability of viable numbers of students and their continuing attendance. Where the circumstances are reasonable, the University reserves the right to discontinue courses, to divide, discontinue or combine units or classes and to vary the time or place of classes and to alter programmes of study as circumstances may require.
- 3.3.7 The University may exceptionally permit students to register for two courses or programmes of study concurrently. If one of the programmes of study is a research programme, the permission of the Research Degrees Committee is required.
- 3.3.8 There are no maximum time limits in place in the regulations for periods of registration for taught programmes but students are expected to maintain their academic progress, registration and attendance; or have any absence period approved as an agreed interruption to their study on a course. Students are expected to complete their courses within the normal period of time as approved at course approval and as set out in the course handbook eg in the case of professional body requirements.
- 3.3.9 Students are considered to have exited their course of study and registration with the University is concluded, once they have been conferred with an award by the appropriate University Board of Examiners, eg Undergraduate Scheme Board of Examiners.
- 3.3.10 A student may lose the right to continue on a course or programme of study, have their registration with the University cancelled and be made to leave the University:
- a) where the student's academic performance has been considered by a Board of Examiners and, having failed to make sufficient academic progress in their view, there is an academic decision that the student shall not be allowed to continue and remain registered as a student;
 - b) where the student has not completed registration by the published date for end of registration - the continuing student who fails to register normally then has their studies terminated on grounds of absence and assumed withdrawal;

- c) where the student is not in good financial standing, within the meaning of paragraph 4.1 of the General Student Regulations, with the University and has failed to make acceptable arrangements to pay what is owed;
 - d) where the student is absent from their course or programme of studies without the agreement of the University and has demonstrably not engaged with their course or programme of studies the student shall not be allowed to continue and remain registered as a student;
 - e) where the outcome of the investigation of an academic offence or of the presentation of false or misleading documentation or the non-disclosure of information, is a decision that the student shall not be allowed to continue and remain registered as a student;
 - f) where the Vice Chancellor has accepted a recommendation that the student's registration must be terminated on disciplinary grounds under the terms of the Student Code of Conduct.
- 3.3.11 A student whose studies are terminated and who leaves the University as a consequence of a to f above must formally apply for admission if they wish to return to a course or programme of study with the University and previous circumstances are considered when deciding on that re-admission.
- 3.4 Attendance and Withdrawal**
- 3.4.1 Every student registered with the University on a course or programme is expected to regularly attend classes and other supervised studies; undertake independent and other studies and complete assessment as required by the course definition as confirmed through the course approval process
- 3.4.2 Students are expected to attend all the formal learning opportunities of their course or programme of studies. The University monitors student attendance and it is used as a measure of engagement in studies. A student who does not attend timetabled classes for more than three consecutive days is required to inform the appropriate Faculty Registry Office or the Student Information Desk. A student who is absent between two and seven days through illness must submit a self-certification form; for absences through illness of longer than seven days a student must submit a medical certificate. Students must also observe the reporting requirements of their funding bodies or sponsors as appropriate.
- 3.4.3 A student who fails to attend, without good cause or due notice, the course on which he or she has registered, can be considered to have disengaged from the course or programme of studies. The University can decide to terminate that student's studies, which means cancelling his or her registration so the student is no longer allowed to be on the course or programme of studies with the University.
- 3.4.4 Any attendance policy that applies to a particular course, or one which specifies or requires regular attendance for prescribed parts of the curriculum, is published in the University course information.
- 3.4.5 In exceptional circumstances, students may interrupt their course and return to their study at a future date. The application for interruption must be made through the appropriate Faculty Registry or the Research Office, considered by academics and other appropriate advice taken before a decision is made. If accepted, the Faculty Registry or the Research Office notifies the student, and as appropriate other internal staff, who inform external organisations including the UK Borders Agency and the Student Loans Company of the new date by which the student is expected to complete the course or programme of study.

- 3.4.6 Where a student has been unable to fulfil the specific regulations of his or her course or programme of study, but has fulfilled the University's academic regulations for progression, the University, on the advice of a Board of Examiners, may agree to withdraw the student from the course or programme of study for which he or she was originally registered, and transfer him or her to an alternative course.
- 3.4.7 A student who is intending to withdraw from their course or programme of study must inform the University using procedures published by the Registry.
- 3.4.8 Where a student withdraws, or if a student's study with the University is terminated and the registration cancelled, the Board of Examiners considers the student's performance and the credits achieved to date and through the relevant Scheme Board confers the highest award for which the student is eligible. A student receiving an award in this way may be subsequently considered for re-admission under the arrangements for recognition of prior learning.

3.5 Recognition of prior learning (RPL)

- 3.5.1 The University may recognise prior learning when such learning can be shown to have delivered the appropriate level and amount of study and to have achieved the intended learning outcomes of a specific unit or part of one of its own courses, thereby preparing the student suitably for subsequent parts of the course.
- 3.5.2 Recognition of Prior Learning (RPL) may comprise accreditation of prior certificated learning (RPCL) and/or accreditation of prior experiential or otherwise un-assessed learning (RPEL). Procedures for considering RPL applications are determined by the Academic Board and issued by the Registry – see Recognition of Prior Learning Policy on www.beds.ac.uk/. Recognition of credit must be completed as part of the admissions process and prior to registration on a course or programme of study. A tariff of fees for the consideration of applications for RPEL is issued by the Registry and normally calculated case by case.
- 3.5.3 Credit for prior learning, whether certified or experiential, may count towards the requirements of a named or unnamed award up to the following maxima, unless varied by a course approval panel on behalf of the Academic Board:

See table below:

Award	Credits RPL	Level
Certificate of Higher Education	60	4
Foundation Degree	120	4
Diploma of Higher Education	120	4
Diploma in Professional Studies/Professional Practice	60	4
Unclassified Bachelor's degree	120	4
	60	5
Bachelor's degree with Honours	120	4
	120	5
Postgraduate Certificate	30	7
Postgraduate Diploma	60	7
Master's Degree	90	7

- 3.5.4 Honours classifications and other divisions of award are based solely on units studied and assessed at the University of Bedfordshire. Grades awarded by other awarding bodies as part of RPCL or periods of study abroad are not recognised by the University.