

**UNIVERSITY OF BEDFORDSHIRE**  
**ACADEMIC REGULATIONS**  
**SECTION 3b: REGISTRATION**

**Contents**

Document record .....	2
Courses with approved variations .....	3
1 Registration.....	4
2 Maximum Periods of Registration.....	4
3 Unit Registration .....	6
4 Minimum and Maximum Credits .....	7
5 Attendance and Withdrawal.....	7
6 Students who have been sanctioned.....	9

**Document record**

<b>Document title</b>	Academic Regulations Section 3b: Registration
<b>Document owner</b>	University Registrar/Secretary
<b>Document reference number</b>	UOBAR126
<b>Document currency</b>	Academic Year 2022/23
<b>Document history</b>	<ul style="list-style-type: none"> <li>• Simplify maximum period of registration table with the principle of standard duration + 2 years for FT and standard duration + 1 year for PT</li> <li>• 5.7.1 – remove that the Examination Board exits for not submitting assessments <b>and/or</b> failed to attend – it is not possible for the Examination Board to know attendance. Exit should be based solely on non-submissions. Confirm that Block students will be withdrawn for non-submissions across <b>2</b> blocks.</li> <li>• 5.7.2 –Examination Boards can exit students due to lack of academic progress (no credits passed) in the previous period of study. For Block pattern, this will be over two previous blocks of study.</li> <li>• 5.7.3 – Executive Deans can withdraw students where overall attendance and engagement is deemed to be insufficient</li> </ul> <p><b>APPROVED by Academic Board 15 June 2022</b></p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> <li>• 1.10 new paragraph on course transfers.</li> <li>• 2 - Inclusion of Maximum Periods of Registration.</li> <li>• 4 - Inclusion of Minimum and Maximum Credits.</li> <li>• 5.6 – include guidance on returning after withdrawing.</li> <li>• 5.8 - clarify that the Exam board have delegation to approve termination to registration due to academic failure and non-engagement.</li> <li>• 6 – new paragraph on Sanctioned students.</li> <li>• Renumbering as appropriate.</li> <li>• Reformatting as appropriate.</li> <li>• Inclusion of content table.</li> <li>• Updated Courses with approved variations.</li> <li>• Correction of grammar and punctuation.</li> </ul> <p><b>Approved by Academic Board September 2021</b></p>

## **SECTION 3b REGISTRATION**

### **Courses with approved variations**

**- (for details of the variations please see Section 7 of the Academic Regulations)**

LLB Law

Occupational Therapy - BSc (Hons)

Physiotherapy - BSc (Hons)

## 1 Registration

- 1.1 If you are a new student, you must complete the registration process before you are confirmed as a student with the University.
- 1.2 You must agree and sign our terms and conditions as part of this process as this is part of the contract between you and the University.
- 1.3 You must re-register annually on the anniversary of your first registration for the duration of your course.
- 1.4 You must complete your registration by the Friday of teaching week 2 in the first teaching period of your academic year.
- 1.5 If you are registering on a course that is delivered through block periods (postgraduate study only), you must register by Friday of the induction week. If you do not complete your registration by this point, you will be deferred to the next available study block.
- 1.6 If you are a new student and do not register by this point, your status will be returned to the application stage. You will then be asked if you wish to be considered for the next available entry point for the course you applied for.
- 1.7 If you are a returning student and do not register by the deadline, you will be required to either interrupt your studies or to withdraw from the University.
- 1.8 We do not allow undergraduate students, studying on a full-time basis to register for two courses running concurrently. If you are a postgraduate student who wishes to apply for a research programme, you must apply to the Research Degrees Committee for permission.
- 1.9 If you are a new student, you can apply to change course before you have registered for the first time. Your request will be considered by the Admissions teams using the entry criteria for the course you wish to transfer to.
  - 1.9.1 If you wish to change course after you have registered or re-registered, you must apply and complete the process before the close of the registration period.
  - 1.9.2 Your Course Co-ordinator of your current course and the Course Co-ordinator of the course you wish to transfer to, will consider your application and eligibility.
  - 1.9.3 If your transfer is approved, all credits and grades you have achieved will transfer to your new course, if applicable. You may have to take additional units to meet the requirements of the new course.
  - 1.9.4 If you wish to transfer before you have registered for the first time, your request will be managed by the Admissions Office.
  - 1.9.5 We will only allow students to transfer to a new course mid-way through the academic year in exceptional circumstances.

## 2 Maximum Periods of Registration

- 2.1 This regulation explains the normal award duration and the maximum duration you can take to complete your course if you require additional time to retrieve failure, for an

approved break in study or because of extenuating circumstances. There are other factors which may impact on the maximum duration, e.g., length of course approval, availability of modules, professional body restrictions. The maximum period of registration is calculated by using the number of years a student would normally complete the programme in plus 2 academic years.

### Taught Undergraduate and Postgraduate courses

- 2.2 The table below states the standard and maximum durations of awards for students studying on full-time or part-time undergraduate and postgraduate courses.
- 2.2.1 If you enter an award with recognised prior credit or transfer credit from another course, the normal and maximum durations are adjusted accordingly.
- 2.2.2 If you transfer to another course without any credit, the maximum duration of the new award will apply.
- 2.2.3 If you have extenuating circumstances that are approved by the University, you may continue into an additional year beyond the maximum duration to complete assessments. You cannot start any new study (including retake units) in the additional year.
- 2.3 At the point of reaching the maximum duration, you will be withdrawn from the course and be considered for an intermediate award, if eligible. If you wish to re-apply to the University, we will consider your application using our [admission policy](#).

### How duration is calculated

- 2.4 The duration includes the years that you study on the course, and any additional time taken due to:
- 2.4.1 approved extenuating circumstances.
- 2.4.2 approved break in study
- 2.4.3 temporary exclusion due to disciplinary or financial reasons
- 2.5 If the normal course duration is exceeded, there will be implications that may apply to you and which may impact on your fees, funding and, if applicable, your student visa.

### Table of absolute maxima for the completion of all Undergraduate full and part-time programmes

**Undergraduate**

	Full time		Part time	
	Normal duration	Maximum duration	Normal duration	Maximum duration
Pre-Masters	1	3	2	4
Certificate in Post-Compulsory Education	1	3	2	4
Certificate of Higher Education	1	3	2	4
Diploma of Higher Education	2	4	4	6
Foundation Degree	2	4	4	6

Professional Graduate Certificate in Education – Post-Compulsory Education	1	3	2	4
Professional Graduate Certificate of Education	1	3	2	4
Professional Graduate Certificate (To include recommendation for QTS)	1	3	2	4
Bachelor’s Degree without Honours	3-4	5-6	6-8	8-10
Bachelor’s Degree with Honours	3-4	5-6	6-8	8-10
Bachelor’s Degree with Honours (Note: including professional work experience)	4	6	8	10
Integrated Master’s Degree	4	6	8	10

### Postgraduate

	Full time		Part time	
	Normal duration	Maximum duration	Normal duration	Maximum duration
Postgraduate Certificate	1	3	2	4
Postgraduate Certificate of Education	1	3	2	4
Postgraduate Diploma	1	3	2	4
Master’s Degree	1	3	2	4
Master’s Degree over 2 years	2	4	4	8

### 3 Unit Registration

- 3.1 Units are discrete blocks of study, each with a credit value, which combined constitute the structure of your course. You must pass the required number of credits to pass your course and achieve the award you are registered for. We offer units subject to timetable and resource constraints. We may amend or discontinue units due to academic changes or resource constraints.
- 3.2 You must register for units as prescribed by your course to access teaching and learning materials and submit assessment.
- 3.3 If you take any units in addition to your prescribed course diet, they will not contribute to your award.

#### 4 Minimum and Maximum Credits

- 4.1 We have set a minimum and maximum Unit credit load to provide you with clarity on the expectations of your course and to allow you to complete within the allotted time. Minimum and max loads do not include resits, a retake year or any trailing credit.
- 4.1.1 For undergraduate students studying on a full-time basis: your minimum credit load per academic year is 105 credits, with a maximum credit load of 150 credits.
- 4.1.2 For undergraduate students studying on a part-time basis: your minimum credit load is 60 credits per academic year, with a maximum credit load of 90 credits. This does not apply at undergraduate level for designated short courses.
- 4.1.3 For postgraduate students studying on a full-time basis: you will take the specified credits for your course that total 180 credits over the approved duration of the course, with the expectation is that in a 1-year (12 months) course, the minimum and maximum loads would be 180 credits. For courses of more than 1 year duration, the minimum credit load per year is 120 credits.
- 4.1.4 For postgraduate students studying on a part-time basis: your credit load is expected to equate to 60 taught credits per academic year for the first 2 years with the final dissertation credit to be completed in the 3rd year. For courses of more than 1 year duration, your credit load is expected to equate to 60 taught credits per academic year for the first 4 years with the final dissertation credit to be completed in the 5<sup>th</sup> year.
- 4.1.5 Some courses have approved to vary from the above regulation and specify the maximum and minimum credit load for students studying on these courses.

#### 5 Attendance and Withdrawal

- 5.1 To complete your award successfully, you are expected to attend and engage with all the taught and placement components of your course, make good academic progress, and retain your registration.
- 5.2 We expect you to attend and engage with all the formal learning opportunities and placements of your course. We monitor student attendance and engagement by applying our attendance and engagement policy and this forms part of the measures we use to determine your engagement in your studies.
- 5.3 If you are absent through illness or other reasons, you must inform us through the process set out as part of our attendance and engagement policy. You must comply with the reporting requirements of any relevant funding bodies or sponsors as applicable to your course.
- 5.4 If you need to have a period of absence from your course, you may apply to interrupt your course and return to your study at a future date. The application for interruption will be considered by your Course Co-ordinator and other appropriate advice will be sought before a decision is made. If you are granted an interruption, we will notify you and inform external organisations including the Student Loans Company. If you have a Student Visa, your sponsorship will be withdrawn, and you will need to return to your home country.
- 5.5 If you want to withdraw from your course, you must follow our [process](#) for student withdrawal.

- 5.6 Once you have completed the withdrawal process, irrespective of the reason for your leaving the course, you will no longer be a student with us.
- 5.7 In certain circumstances, we may decide that you should lose the right to continue on your course. In this instance, your registration will be cancelled, and you will be required to leave the University. The reasons for this may include, but are not limited to;
- 5.7.1 The Examination Board identifies that you have failed to submit assessments during the previous period of study. For Block pattern, this will be over two previous blocks of study.
  - 5.7.2 The Examination Board concludes you have failed to make adequate academic progress if you have not achieved any credit during the previous period of study. For Block pattern, this will be over two previous blocks of study. The Examination Board will confer the highest award that you are eligible for.
  - 5.7.3 You have been absent from your course without our agreement and your overall attendance and engagement is deemed to be insufficient to enable you to make sufficient academic progress. In these incidences the Executive Dean of Faculty will approve your withdrawal before an Examination Board takes place.
  - 5.7.4 You have not completed registration before the close of registration.
  - 5.7.5 If you are a continuing student, your studies will be terminated on grounds of absence and assumed withdrawal.
  - 5.7.6 You have not paid your fees and have failed to make acceptable arrangements to pay what you owe.
  - 5.7.7 You will be withdrawn if you have committed an academic offence or provided fraudulent or misleading documentation or the non-disclosure of information.
  - 5.7.8 You have breached UKVI visa rules or do not have the required permissions to study in the UK.
  - 5.7.9 The Vice Chancellor has accepted a recommendation that your registration must be terminated on disciplinary grounds.
- 5.8 If you wish to be re-admitted at a later point, irrespective of the reason for leaving your course, you will need to re-apply using our [admissions policy](#) and processes.
- 5.9 If you have not been able to fulfil the specific regulations of your course, but have fulfilled the University's academic regulations for progression, we may agree to transfer you to an alternative course. This decision will be made on the advice of the Examination Board.
- 5.10 If you withdraw, or if your study with the University is terminated, the Examination Board will confer the highest award that you are eligible for. The appropriate Examination Board will consider your performance and the credits achieved to date.



## **6 Students who have been sanctioned**

- 6.1 If you have been sanctioned due to the outcome of disciplinary or other University procedures, and are now eligible to return to your studies, you will be required to meet with your Course Co-Ordinator or other designated person to discuss and plan your return to study. This will include, but not limited to, consideration of units and assessment that have been missed or failed due to your absence.