

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 3b: REGISTRATION

Document record

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	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • New regulation at 3.3.10d) clarifying examination boards can exit students for non-engagement/non-submission within a teaching period. <p>Approved by Academic Board 2 September 2019</p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • Academic year removed. • Amendment to 3.3.10 – to clarify the University may decide to terminate students. • Amendment made to Regulation 3.3.11 to clarify that only the Registrar can action students' termination on the basis of a decision taken under Regulation 3.3.10. • Amendment made to Regulation 3.4.1 to include reference to the University Exit/Withdrawal Policy. • Amendment made to Regulation 3.44 – to clarify that attendance policies require approval including any penalties for non-compliance. <p>APPROVED by Academic Board (Chairs action) 1 October 2018</p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • Academic year amended • Page numbering added • Minor amendments made to clarify Regulations 3.2.5; 3.3.10f; 3.5.2 • Minor corrections made to Regulations 3.2.1; 3.4.5; 3.5.4 • Addition to Regulation 3.5.3 Table of Recognised Prior Learning to clarify requirement for Masters' awards. <p>APPROVED by Academic Board 4 September 2017</p>

SECTION 3b REGISTRATION

Courses with approved variations (*for details of the variations please see Section 7 of the Academic Regulations*)

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 When you register you must:
 - 1.9.1 Pay your fees or evidence how they will be paid (see Tuition Fee Policy at <https://www.beds.ac.uk/>).
 - 1.9.2 Pay any outstanding debt owed to the University (see Tuition Fee Policy at <https://www.beds.ac.uk/>).
 - 1.9.3 Provide valid identification e.g. Passport.
 - 1.9.4 Provide original qualification certificates (on first registration only).
 - 1.9.5 Have the appropriate student immigration status.

2 Unit Registration

- 2.1 Units are discrete blocks of study, each with a credit value, which combined make up your course. You must pass the required number of credits in order to pass your

course and achieve an award. We offer units subject to timetable and resource constraints. We may amend or discontinue units due to academic changes or resource constraints.

- 2.2 You must register for units as prescribed by your course in order to access teaching and learning materials and submit assessment.

3 **Attendance and Withdrawal**

- 3.1 You must maintain your academic progress, registration and attendance. If you wish to have a leave of absence during your course, you must apply for an interruption to your studies.

- 3.2 You must attend all the formal learning opportunities and placements of your course. We monitor student attendance and this forms part of the measures we use to determine student engagement in their studies.

- 3.3 We will monitor your attendance and engagement. If you do not attend timetabled classes for more than three consecutive days, you must inform the Student Information Desk.

- 3.4 If you are absent between two and seven days through illness, you must submit a self-certification form. If you are absent through illness for longer than seven days you must submit a medical certificate to the Attendance Monitoring team. You must comply with the reporting requirements of relevant funding bodies or sponsors as appropriate.

- 3.5 You may apply for permission 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 are a Tier 4 student your sponsorship will be withdrawn and you will need to return to your home country.

- 3.6 If you want to withdraw from your course or programme of study you must inform the University, you will need to speak to the Student Information Desk.

- 3.7 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.

- 3.8 We may decide that you must lose the right to continue on your course. The Registrar is responsible for ensuring termination decisions are processed. Your registration will be cancelled and you will be required to leave the University. Reasons for this may include, but not be limited to;

3.8.1 The Examination Board concludes you have failed to make adequate academic progress.

3.8.2 The Examination Board identifies that you have failed to submit any assessments and/or failed to attend the taught elements of your course during the previous period of study.

3.8.3 You have been absent from your course without our agreement.

- 3.8.4 You have not completed registration by the completion date for end of registration.
 - 3.8.5 If you are a continuing student your studies will be terminated on grounds of absence and assumed withdrawal.
 - 3.8.6 You have not paid your fees and have failed to make acceptable arrangements to pay what is owed.
 - 3.8.7 As a result of an academic offence or providing fraudulent or misleading documentation or the non-disclosure of information, you would not be allowed to remain a student.
 - 3.8.8 You have breached UKVI visa rules or do not have an appropriate visa.
 - 3.8.9 The Vice Chancellor has accepted a recommendation that your registration must be terminated on disciplinary grounds
- 3.9 If you have your registration cancelled due to the reasons above and wish to become a student again, you must formally apply for admission. Details provided in the regulations governing admission to the University.
- 3.10 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.
- 3.11 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.