

**UNIVERSITY OF BEDFORDSHIRE**

**ACADEMIC REGULATIONS**

**SECTION 3b: REGISTRATION**

**Document record**

<b>Document title</b>	Academic Regulations Section 3b: Registration
<b>Document owner</b>	Registrar
<b>Document reference number</b>	UOBAR126
<b>Document currency</b>	Academic Year 2021/22
<b>Document history</b>	<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>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> <li>• New section 3b created for Registration regulations.</li> <li>• Changes across Section 3b to reflect house style including the use of plain English and active verbs for ease of reading and understanding.</li> <li>• Renumbering as appropriate.</li> <li>• Removal of sections concerning admission of students; entry qualifications and recognition of RPL these are now contained in section 3a Admissions.</li> </ul> <p><b>APPROVED Academic Board September 2020</b></p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> <li>• New regulation at 3.3.10d) clarifying examination boards can exit students for non-engagement/non-submission within a teaching period.</li> </ul> <p><b>Approved by Academic Board 2 September 2019</b></p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> <li>• Academic year removed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Amendment to 3.3.10 – to clarify the University may decide to terminate students.</li> <li>• 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.</li> <li>• Amendment made to Regulation 3.4.1 to include reference to the University Exit/Withdrawal Policy.</li> <li>• Amendment made to Regulation 3.44 – to clarify that attendance policies require approval including any penalties for non-compliance.</li> </ul> <p><b>APPROVED by Academic Board (Chairs action) 1 October 2018</b></p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> <li>• Academic year amended</li> <li>• Page numbering added</li> <li>• Minor amendments made to clarify Regulations 3.2.5; 3.3.10f; 3.5.2</li> <li>• Minor corrections made to Regulations 3.2.1; 3.4.5; 3.5.4</li> <li>• Addition to Regulation 3.5.3 Table of Recognised Prior Learning to clarify requirement for Masters' awards.</li> </ul> <p><b>APPROVED by Academic Board 4 September 2017</b></p>

**Contents**

Courses with approved variations (for details of the variations please see Section 7 of the Academic Regulations) ..... 4

1 Registration..... 5

2 Maximum Periods of Registration ..... 6

3 Unit Registration ..... 8

4 Minimum and Maximum Credits..... 9

5 Attendance and Withdrawal ..... 9

## **SECTION 3b REGISTRATION**

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

LLB Law

BSc (Hons) Occupational Therapy

BSc (Hons) Physiotherapy

## 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.
- 1.10 Course transfers
  - 1.10.1 Once you have registered or re-registered, you can apply to transfer to another course before the close of the registration period.

- 1.10.2 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.
- 1.10.3 If your transfer is approved, any 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.
- 1.10.4 If you wish to transfer before you have registered for the first time, your request will be managed by the Admissions Office.

## **2 Maximum Periods of Registration**

- 2.1 This regulation explains the normal award duration and the maximum duration which can be taken by students who require additional time to retrieve failure or for approved break in study/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.

### **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 modules) 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, plus any additional time taken due to:
  - 2.4.1 approved extenuating circumstances.
  - 2.4.2 approved break in study
  - 2.4.3 temporary exclusion
- 2.5 If the normal duration is exceeded there will be implications, which may impact on your fees, funding and, if applicable, your visa.

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

**Undergraduate**

	Full time					Part Time				
	Normal duration	Point of entry				Normal duration	Point of entry			
		Level 3	Level 4	Level 5	Level 6		Level 3	Level 4	Level 5	Level 6
Pre-Masters	1				3	2				4
International Foundation	1	3				2	4			
Higher National Certificate	1		3			2		4		
Certificate in Post-Compulsory Education	1			3		2			4	
Certificate of Higher Education	1		3			2		4		
Higher National Diploma	2		3	3		4		4	4	
Diploma in Professional Studies/Practice	2		3	3		4		4	4	
Diploma of Higher Education	2		3	3		4		4	4	
Foundation Degree	2		2	2		4		4	4	
Professional Graduate Certificate in Education – Post-Compulsory Education	1				3	2				4
Professional Graduate Certificate of Education	1				3	2				4
Professional Graduate Certificate ( <i>To include recommendation for QTS</i> )	1				3	2				4

Graduate Certificate	1				3	2				4
Graduate Diploma	1				3	2				4
Bachelor's Degree (Note: <i>Unclassified</i> )	3-4	2	2	2	2	6-8	3	3	3	3
Bachelor's Degree with Honours	3-4	2	2	2	2	6-8	4	4	4	4
Bachelor's Degree with Honours (Note: <i>including professional work experience</i> )	4		2	2	2	8		4	4	4
Integrated Master's Degree	4		2	2	2	8		4	4	4

### Postgraduate

	Full-Time		Part-Time	
	Normal Duration	Level 7	Normal Duration	Level 7
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 your course. You must pass the required number of credits 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.

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

#### **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 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.
- 5.2 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.
- 5.3 We will monitor your attendance and engagement through our attendance and engagement policy.
- 5.4 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 relevant funding bodies or sponsors as applicable to your course.

- 5.5 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 are a Tier 4 student, your sponsorship will be withdrawn, and you will need to return to your home country.
- 5.6 If you want to withdraw from your course or programme of study, you follow our policy for student withdrawal. If you wish to be re-admitted at a later date, you will need to re-apply using our admissions policy and processes.
- 5.7 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.
- 5.8 We may decide that you will lose the right to continue on your course. Your registration will be cancelled, and you will be required to leave the University. The reasons for this may include, but are limited to;
  - 5.8.1 The Examination Board concludes you have failed to make adequate academic progress.
  - 5.8.2 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.
  - 5.8.3 You have been absent from your course without our agreement.
  - 5.8.4 You have not completed registration by the completion date for end of registration.
  - 5.8.5 If you are a continuing student, your studies will be terminated on grounds of absence and assumed withdrawal.
  - 5.8.6 You have not paid your fees and have failed to make acceptable arrangements to pay what is owed.
  - 5.8.7 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.
  - 5.8.8 You have breached UKVI visa rules or do not have an appropriate visa.
  - 5.8.9 The Vice Chancellor has accepted a recommendation that your registration must be terminated on disciplinary grounds.

- 5.9 If you have your registration cancelled due to the reasons above and wish to return to study with us, you must formally apply for admission. Details provided in the regulations governing admission to the University.
- 5.10 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.
- 5.11 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.

## **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.