

# Academic Regulations



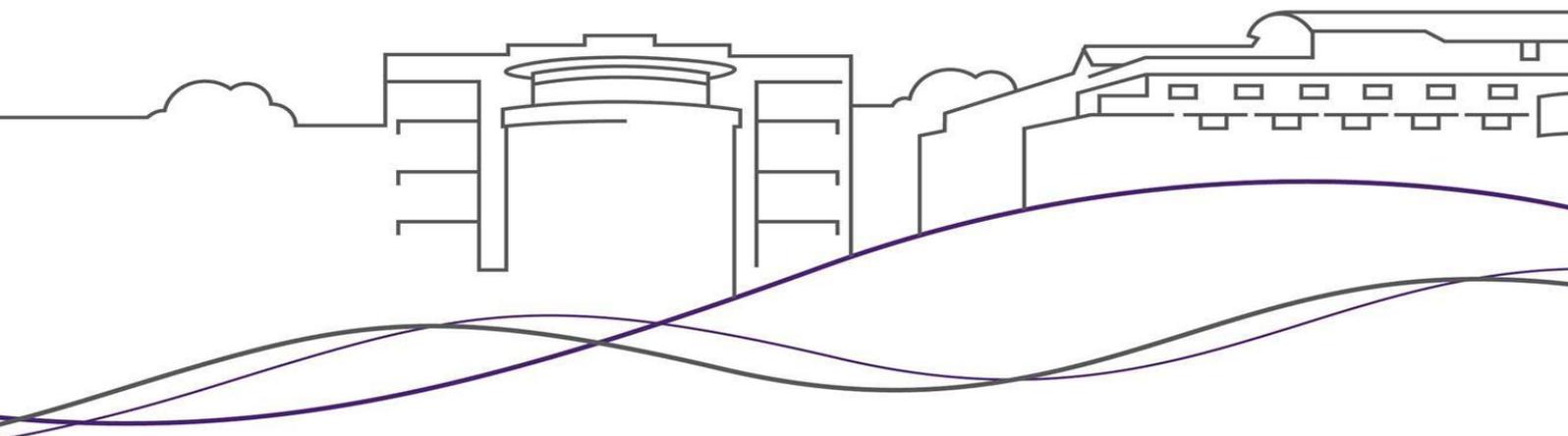
**HIGHER EDUCATION**

## **STUDENT REGISTRATION REGULATIONS (HEAR3)**

**V3.0**

**For SDC Awards**

**For UoP Awards follow this [link](#)**



# Student Registration Regulations

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The purpose of this academic regulation is to set out the requirements for student registration onto programmes approved as South Devon College. This regulation includes requirements for external and internal programme transfers

Students subject to immigration control should be aware that there may be additional restrictions on their registration, enrolment and progression. Information about current Tier 4 requirements is available from the International Student Advisory Service (ISAS).

## **Student Registration**

- 1. A student can be registered only on programmes of study that add up to the equivalent of one full-time programme of study at any one time.**

A student may be registered on more than one part-time programme of study, as long as:

- a) the combined part-time programmes add up to no more than the equivalent of one full-time programme
- b) the work undertaken and / or the credits awarded contribute to only one of the programmes the student is registered on (unless specifically required or approved by the College through the programme approval process).

- 2. All students must register at the beginning of their programme of study and enrol subsequently as required.**
- 3. All repeat years (even if taken as a same attempt) and all periods of interruption, extension or disciplinary suspension will count towards the maximum period of registration permitted.**
- 4. If a programme is more than one year long, the maximum period of registration allowed is the planned length of the programme (two years), with an absolute maximum of six years for Full-time students and nine years for Part-time students.**
- 5. If a programme is one year long, the maximum period for registration allowed is three years for Full-time students and five years for Part-time students.**
- 6. In exceptional circumstances, at the College's discretion, a further extension of 12 months beyond the normal maximum period of registration can be granted.**

If a student needs to extend the maximum period of registration, they must submit a written application to the HE Manager/Academic Registrar, explaining why the extension is needed. The application must include a letter from the Programme Leader to confirm that the Programme Leader supports the application for extension, and that the student is expected to complete the programme within the extended period.

The HE Manager/Academic Registrar is authorised to approve or reject a request for extension.

**7. All new students are expected to attend the College's induction activities.**

**8. Students who want to withdraw from a module must tell the HE Faculty Office in writing before 50% of the teaching on the module has been completed.**

If a student does not tell the HE Faculty Office in writing that they want to withdraw from a module before 50% of the teaching on that module has been completed, and then does not complete the module, they will have failed the module.

Students who withdraw from a module after 50% of the teaching has been completed will not be allowed to start another module in the same semester.

A final stage honours degree student who wants to withdraw from a year-long project/dissertation module must tell the HE Faculty Office in writing by the end of the first term after the start of the module. A student who does not do so, and then does not present themselves for assessment, will have failed the module.

**9. A student may interrupt their registration for a period of time, with the intention of resuming their studies.**

A student who wants to interrupt their studies should first discuss this with their Personal Tutor or Programme Lead to make sure that this is the best course of action for the student.

A student who wants to interrupt their studies should be aware that there is a maximum period of time in which they must complete their award.

A student who wants to interrupt their studies should be aware that they will also be withdrawing from any modules on which they are enrolled at that time.

Students should be aware that if they interrupt their studies after 50% of teaching on the module has been completed, this will count as an attempt at that module,

and their module marks will be capped at the pass mark when they return unless they can demonstrate valid extenuating circumstances (see Extenuating Circumstances Procedure).

An interrupted student can continue to access College facilities such as the library and computing account during the period of interruption, although the College retains the right to withdraw this access if necessary.

**10. A student has the right to withdraw from a programme of study at any point during the academic year. Where a student withdraws from a programme, they will be awarded credit for any modules completed successfully before the date of withdrawal, but will not be allowed to complete any assessment after the date of withdrawal.**

**11. A student who has withdrawn from a programme and later wants to re-join will be required to re-apply.**

## **Student Transfers**

Students subject to immigration control should be aware that there may be additional restrictions on their progression. Information about current Tier 4 requirements is available from the International Student Advisory Service (ISAS).

This regulation applies to:

- The external student transferring in to a South Devon College, or
- The internal student transferring to another programme within South Devon College.

More information can be found on our student transfers [webpage](#)

Students transferring out of South Devon College into another institution should refer to the Withdrawal process.

## **Transfer into College from an External Institution**

This regulation applies only to students who want to transfer into the College from an external institution.

Transfers from a Foundation Degree to an Honours Degree are considered to be a progression issue, and are covered by separate procedures.

**1. Transfers into the College from an external institution should take place within the first two weeks of the first teaching term.**

It may be possible, on some programmes, to transfer in as late as six weeks after the start of term (or later for transfers into the first year of a programme), as long as the student is able to meet the learning outcomes and complete assessment requirements.

Late transfers must be agreed with, and are at the discretion of, the Programme Leader and may depend on the assessment requirements of the programme. Late transfer into a programme is high risk, and the student must be warned in writing that they will not subsequently be able to use this as the basis of any claim for extenuating circumstances or an appeal.

- 2. Applicants must ensure that they discuss any queries relating to qualifications and programme stage, recognition of credit for previous study, or calculation of degree classification with the Admissions Officer/ Programme Leader.**
- 3. The final offer of a transfer place, with any terms and conditions, is binding and cannot be changed once the student has started at the College.**

All decisions on transfers into the College should be confirmed by the Deputy Higher Education Manager (or Nominee), and/or Programme Leaders, including any previous study to be recognised through the College's accreditation of prior learning regulations, and any special arrangements (for example how the final degree will be calculated) required.

Deputy Higher Education Manager (or Nominee), and/or Programme Leaders must make sure that:

- the qualifications are appropriate (and meet any external accreditation requirements); and
- appropriate resources are available to support the transfer. The transferring student will receive a letter from the HE Faculty Office to confirm that there is a place and any special recognition/arrangements. This letter will go on the student's file.

#### **Internal Transfers within the College**

- 4. Internal transfers, from Programme to Programme, are not an automatic right but are subject to:**
  - a) a student fulfilling the entry requirements for the programme credit transfer arrangements;**
  - b) any accreditation requirements; and**
  - c) places being available on the programme.**

- 5. Transfers can normally take place either within the first two weeks of the first teaching term, or at the end of the academic year after the assessment results have been confirmed. It is not possible to transfer programme outside of these periods.**

Exceptionally on some programmes, it may be possible to transfer as late as six weeks after the start of the academic year. Late transfers must be agreed with, and are at the discretion of, the Programme Leader and may depend on the assessment requirements of the programme.

Module choice may be more restricted for students transferring to another programme due to timetabled restrictions. A statement to this effect should be included in the College's Student Handbook, on HE Moodle and in Programme Handbooks.

Arrangements for internal transfers will normally be dealt with by the HE Faculty Office.

A student must discuss and confirm the requests for transfer with both their current Programme Leader and the Programme Leader of the programme to which they are transferring. The transfer will not be complete until formally approved by the relevant academic managers. The student will receive a letter from the HE Faculty Office confirming that the transfer has been allowed, and setting out any specific issues regarding the transfer arrangement.

Students must be reminded that they may need to discuss the potential implications of their transfer with their appropriate funding body (SFE, NHS, other sponsor, parent, etc.) as there may be financial implications associated with the transfer.

- 6. Repeat students transferring within a programme scheme and/or subject area will retain their repeat status. A repeat student who transfers programme will carry forward the number of attempts they have already had at a failed module, regardless of whether they replace a failed module with a different module.**
- 7. Repeat students transferring outside their original programme scheme and/or subject area will keep their repeat status unless they are taking 60 or more new credits, in which case the 60 credit rule will be initiated.**
- 8. A transfer will be allowed only where a repeat student is able to complete their studies within the standard period of registration for their programme of study.**

## REVISION HISTORY

Ver	Date	Author	Description
1.0	June 17	A Wilson	Conception
2.0	June 19	A Wilson	Reapproval without changes
3.0	June 20	A Wilson	Insert student transfer information

## APPROVAL

Ver	Committee	Date Approved	Comments
1.0	AIDB	June 17	Approved
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2.0	HEAB (Chair)	June 20	Approved