

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

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## **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)



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- 2.3 At the point of reaching the maximum duration, you will be withdrawn from the course and be considered for an intermediate award, if eligible.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
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Professional  
Graduate Certificate of E d u c E E d u c  
Education


#### **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

- 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.