

Section B: Student Registration and Enrolment

SRE1 Registration and Enrolment

This regulation applies to students at University of Plymouth sites of delivery and in all UK and international partnerships unless a non-standard regulation has been formally approved.

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 [International Student Advice \(ISA\)](#).

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 University through the programme approval process).

The only exception to the above is when a student registered on a full-time postgraduate research degree programme is required to take postgraduate taught modules as a compulsory part of that research degree, or when these taught modules have been approved in advance by their Director of Studies.

2. All students must register at the beginning of their programme of study and enrol subsequently as required.

Students on postgraduate research degree programmes are required to enrol at the beginning of every academic year, until they have completed the examination process.

Taught Programmes

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 plus three years, with an absolute maximum of ten years.

If a programme is one year long, the maximum period of registration allowed is three years for full-time students and five years for part-time students.

The maximum period of registration allowed for a student on a three-year Honours degree, for example, will be six years (the three-year programme plus three years).

Programmes leading to registration with a professional body may have shorter maximum periods of study. This will be set out in the relevant Programme Handbook.

All students must be able to demonstrate currency of knowledge. If a student on a work-based learning programme requires longer than the standard maximum period of registration for part-time students, due to the needs of the workplace, they should apply for this at the beginning of the stage, as appropriate, through the [Accreditation of Prior Learning](#) process.

5. For UPIC students, the period of registration starts at the point of enrolment on Stage 1 of the integrated programme.

6. Ordinary Degree students should complete any Honours top-up within the normal maximum period of registration as set out in 3 above.

7. Students entering the University to complete a top-up year should complete the award within a maximum of three years.

In exceptional circumstances, at the University'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 Faculty Business Manager (or nominee), 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 Faculty Business Manager (or nominee) is authorised to approve or reject a request for extension.

8. All new students are expected to attend University induction week (or the equivalent induction programme of events in a Partner institution).

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

If a student does not tell the 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 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.

10. 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](#).

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

The University reserves the right, in certain circumstances, to require a student to interrupt their studies for a period of time. Such circumstances may include, *inter alia*, a decision under the [Study and Wellbeing Review policy](#), or a situation in which a Faculty has been unable to secure a placement for a student on a professional programme

11. 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.

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

Postgraduate Research Programmes

The enrolment process is set out in detail in the [Research Degrees Handbook](#).

Students registered on professional doctorate programmes should refer to the [Regulatory Framework for Professional Doctorates](#).

For those students on the EdD programme starting after January 2014, the academic year runs from January to December each year, with re-enrolment no later than the beginning of January.

13. Any student who has not enrolled for the current academic year without a formal interruption, approved by the Doctoral College Quality Sub-Committee, will have their registration automatically terminated and their status will be recorded as withdrawn.

The University will try to contact the student by registered post before terminating their registration. Students are responsible for informing the University, via the Doctoral College, of any change to their contact details.

14. The maximum and minimum periods of supervised study and registration for a research degree are:

Registration type	Mode of Attendance.	Minimum	Maximum (including writing- up)
ResM	Full-time	12 months	18 months
	Part-time	24 months	36 months
MPhil	Full-time	12 months	36 months
	Part-time	24 months	48 months
PhD (via transfer from MPhil registration) (integrated PhD add 12/24 months FT/PT)	Full-time	24 months	48 months
	Part-time	36 months	72 months
MD	Full-time	12 months	36 months
	Part-time	24 months	48 months

The minimum and maximum periods of registration for a professional doctorate are set out in the [Regulatory Framework for Professional Doctorates](#).

15. All periods of disciplinary suspension will count towards the maximum period of registration allowed. A period of voluntary interruption or an approved extension will not count towards the maximum period of registration allowed.

The period of registration for a research degree ends when the thesis is submitted for examination. However, the student must continue to enrol each academic year, until the examination process has been completed. A student's enrolment will cease as soon as the programme has been completed.

The first six months of registration for full-time students and 12 months for part-time students are considered a probationary period and registration may be terminated by the University if the research student does not make sufficient progress during this time (normally indicated by not successfully completing the Project Approval RDC1 milestone).

The Doctoral College Quality Sub-Committee may allow a candidate who has started a programme of study and research at another university to complete it as a registered candidate of University of Plymouth. The Doctoral College shall decide the minimum and maximum periods of study and research allowed on a case by case basis, in consultation with the research student's previous institution.

Students should refer to the [Research Degrees Handbook](#) for further information on permitted periods of registration, and writing-up status.

16. Where the student can show good reason for not making progress with the research programme, their registration may be interrupted for a period of not less than one month and not more than 12 months.

In exceptional circumstances, a student may renew the interruption of registration once, for a further period of 12 months maximum.

Students are normally not allowed to interrupt prior to their submission of Project Approval materials.

If the period of interruption exceeds four months and one day, then appropriate fees will be suspended and refunded, or reallocated when the student returns from interruption.

During the period of interruption, the supervisory team is not obliged to engage with the student about the progress of their project.

17. In exceptional cases, and on the recommendation of the Director of Studies (or other nominated supervisor), a candidate's registration may be extended by the Doctoral College Quality Sub-Committee.

Extensions may be granted for a maximum of 12 months at any one time.

The registration of a student for whom the maximum period of registration has ended, and for whom no further extension has been granted, may be deemed by the Doctoral College Quality Sub-Committee to have lapsed and will be automatically withdrawn.

A student can extend their registration for a maximum period of 24 months in total (including extensions and interruptions).

18. Full-time research degree students are entitled to eight weeks' leave per year, including public holidays.

Part-time research degree students are entitled to *pro-rata* number of days, based on 0.5 FTE for part-time students and 0.1FTE for writing-up students.

Leave will be taken at times agreed with the Director of Studies in advance.

SRE2 Student Transfers

This regulation applies to students at University of Plymouth sites of delivery and in all UK and international partnerships unless a non-standard regulation has been formally approved.

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 [International Student Advice \(ISA\)](#).

This regulation applies to:

- The external student transferring in to a University of Plymouth Faculty (or partner institution); or
- The internal student transferring to another programme within University of Plymouth. This could be within the same school, in another school within a faculty or partner institution, or to another faculty

[Separate arrangements](#) are in place for students moving from an HND or Foundation Degree into the final year of a degree programme, where this is part of a formal agreement within the University or between the University and a partner institution.

[Separate arrangements](#) are in place for students moving from one research degree to another (e.g. MPhil to PhD) as part of the Confirmation of Route progression process.

Students transferring out of University of Plymouth, into another institution, should refer to the [withdrawal process](#).

SRE2.1 Transfer into the University or partner institution, from an external institution (taught programmes).

This regulation applies only to students who want to transfer into the University or partner institution from an external institution, or who wants to transfer to another Faculty within the University.

Transfer from a [Foundation Degree to an Honours Degree](#), or from [one research degree to another](#) is considered to be a progression issue, and are covered by separate procedures.

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

Late transfers may be allowed at the discretion of the Programme Leader, but 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 University or partner institution.**

All decisions on transfers into the University should be confirmed by academic Admissions Officers / Programme Leaders, including any previous study to be recognised through the University's [accreditation of prior learning regulations](#), and any special arrangements (for example how the final degree will be calculated) required. Academic Admissions Officers / 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 Recruitment & Admissions Office to confirm that there is a place and any special recognition/arrangements. This letter will go on the student's file.

SRE2.2 Internal transfer within the University, to another Faculty or partner institution (taught programmes)

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

- 5. Transfers can 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.**

Late transfers may be permitted at the discretion of the Programme Leader of the receiving programme, but may depend on the assessment requirements of the programme.

Module choice may be more restricted for students transferring to another programme as the timetabling will normally have occurred before the transfer takes place. A statement to this effect should be included in the University Student Handbook, on the portal and in Programme Handbooks.

All Faculties must use the appropriate transfer form.

Arrangements for internal transfers will normally be dealt with by the Programme Administration team.

A student must discuss and confirm the requests for transfer with both their current Programme Leader and the Leader of the programme to which they are transferring. The transfer will not be complete until all the paperwork is signed off by the relevant academic managers. The student will receive a letter from the 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 (see [AST5.2 \(4\)](#)).**

- 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.**

SRE2.3 Incoming and outgoing student transfers (research degrees)

- 9. A student who has started a programme of study may, due to a change in circumstances, request to transfer registration to another institution.**

The University has the right to refuse the transfer of the registration to another institution. If the University refuses the transfer, the University will explain why the refusal has been made.

A request for a transfer of registration to another institution may be required if, for example, a student's supervisor has moved to another institution.

- 10. If a student wants to transfer into University of Plymouth from an external institution, the institution from which the student is transferring must provide written confirmation that they are willing to accept the transfer of the registration for the student.**

The University has the right to refuse the transfer of the registration from another institution. If the University refuses the transfer, the University will explain why the refusal has been made.

SRE3 Registering for the Ordinary Degree Route / Top-up to Honours

SRE3.1. Registering for the Ordinary Degree Route

- 1. A student has the right to choose to register for the Ordinary Degree route. The student will be restricted to taking a maximum of 80 credits.**

A student registering for the Ordinary Degree route will be required to complete an application form so that the decision can be formalised.

The student must make sure that the form is signed by the Programme Leader and Faculty Registrar and submitted to the Faculty Office. The form must be submitted either:

- before the student starts the Final Stage of the programme, or
- by the end of Week 4 of the teaching year for the Final Stage (the University deadline for withdrawal from modules of one semester's duration)
- or by the end of the first term (the University deadline for withdrawal from year-long modules/ projects/dissertations).

The deadline for submitting the form will depend on the modules from which the student is withdrawing. The Faculty Office will be able to advise which deadline applies.

- 2. A student who follows the Ordinary Degree route initially will be entitled to the award of a degree upon satisfactory completion of 80 Level 6 credits, and will be issued with a degree certificate.**

- 3. Part-time students accumulating credits can apply to exit with an Ordinary degree once they have achieved 80 credits.**

SRE3.2 Application to top-up an Ordinary Degree to an Honours degree.

- 4. A student on the Ordinary Degree route has the right to apply to complete the programme credits needed for the award of an Honours degree and, thus, to 'top-up' to Honours.**

A student on the Ordinary Degree route who wants to top-up to Honours will be required to complete the application form, available from Faculty Offices, which will require approval by the Programme Leader and Faculty Registrar. Each individual faculty will decide, and advertise in the Programme Handbook, the appropriate timing for this, so that a student can be invited to attend any sessions on project preparation for the coming academic year.

- 5. A student on the Ordinary Degree route who has completed the degree and left the University, and who later wants to request to top-up to Honours, will need to reapply for admission to the programme.**

Entry to the top-up will normally be approved only if it falls within the student's original [maximum period of registration](#). The Faculty will also need to consider carefully the currency of modules already taken.

- 6. A student who has failed the normal Honours programme will not be able to follow the top-up route.**

This will be tracked by Faculty administration.

- 7. A student who is allowed to top-up to Honours will be entitled to the award of an honours degree upon satisfactory completion of a total of 120 Level 6 credits. The student will be issued with a second degree certificate recording their honours classification.**

A student who follows the Ordinary Degree route and later tops-up to Honours will automatically receive an invitation to attend an awards ceremony to celebrate their achievement at each stage.