

UCL Academic Manual 2018-19

Chapter 3: Taught Registration Framework

Chapter 3 is UCL's regulatory framework for student registration on taught programmes at UCL. Further guidance is available in the [Student Status](#) webpages. Students should also refer to their programme handbooks and departmental/divisional literature for more detailed information about the regulations applicable to their studies.

1	PERIOD OF REGISTRATION	3
1.1	Length of Registration	3
1.2	Enrolment and Re-Enrolment.....	3
1.3	Modes of Attendance	3
1.4	Student Type.....	4
1.5	Registration Status.....	5
1.6	Dual Registration.....	6
2	MODULE SELECTION	7
2.1	Module Selection and Approval Process.....	7
2.2	Number of Modules to be Selected	7
2.3	Modules from Outside UCL	9
2.4	Deadlines for Initial Module Selection	9
2.5	Change of Module Selection	10
2.6	Late Module Changes	10
3	ATTENDANCE AND ABSENCE	11
3.1	Attendance Requirements.....	11
3.2	Authorised Absence for Students on a Tier 4 Visa	11
3.3	Study Away from UCL.....	12
4	AFFILIATE STUDENT REGISTRATION	13
4.1	Definition of an Affiliate Student	13
4.2	Affiliate Student Module Selection.....	13
4.3	Assessment and Reassessment	14
4.4	Certification and Transcripts.....	14
5	INTERRUPTION OF STUDY	15
5.1	Interrupting	15
5.2	Making an Application	15
5.3	Approval of Interruptions	15
5.4	Welfare Review	16
5.5	Re-registering after an Interruption.....	16
6	PROGRAMME TRANSFERS	17
6.1	Requesting a Transfer.....	17
6.2	Deadline for Transfers.....	17
6.3	Minimum Criteria for Approval.....	18
6.4	Approval of Transfers within a Department/ Division.....	18
6.5	Approval of Transfers between Departments/ Divisions.....	18
6.6	Transfers Requiring Faculty Approval	19
7	CHANGE OF MODE OF ATTENDANCE	20
7.1	Criteria for Changing Mode of Attendance	20
7.2	Application and Approval Process.....	20
7.3	Deadline for Changing Mode of Attendance.....	20
8	WITHDRAWING FROM A PROGRAMME	21

1 Period of Registration

1.1 Length of Registration

1. Taught students *must* be registered with UCL for the full length of their programme of study, including term times and the intervening vacation periods.
 - a) Each individual Programme Summary defines the specific duration of the programme for each Mode of Attendance, and the possible start dates.
 - b) UCL's threshold standards for the duration of each UCL qualification are defined in [Chapter 2, Qualifications and Credit Framework](#).
 - c) Term dates are determined by UCL each year and published by UCL Student and Registry Services.
2. Students *may* be required to extend their period of registration if they are undertaking Resits, Repeats or Deferrals, or if they wish to take an Interruption of Study:
 - a) All assessments *must* be completed within two years of the student's initial registration on a module – see [Chapter 4: Section 11: Consequences of Failure](#) for full details.
3. Where a student needs to complete a Resit or Deferral after their period of registration has ended, the student *may* be registered as a 'Resitting' student for a further three months, providing access to the Library, e-learning environments and appropriate facilities, but not tuition.
 - a) **Subject to approval by the Faculty Tutor**, the period of three months *may* be extended for students with later deadlines.
 - b) Students *must* ensure that they continue to meet the requirements of any visa under which they are studying. Further advice is available from [UCL's Visa and Immigration Office](#).

1.2 Enrolment and Re-Enrolment

1. Students *must* enrol or re-enrol at the beginning of each Academic or Calendar Year of their programme.

Enrolment Deadlines

2. Enrolment and re-enrolment *should* be completed by the following deadlines:

September Starters	October (Term 1, Week 3)
January Starters	January (Term 2, Week 2)

3. Exact dates are determined by UCL and published annually by UCL Student and Registry Services.
4. A returning student *may* be permitted to re-enrol up to two weeks after the stated deadlines if there are good reasons. Students *must* contact studentrecords@ucl.ac.uk before missing the deadlines.

Enrolment Location

5. Students are required to enrol and re-enrol by the following methods:
 - a) New students *must* enrol in person at the Student Centre.
 - b) Where a returning student is studying under a Tier 4 visa, they *must* re-enrol in person at the Student Centre.
 - c) All other returning students *should* re-enrol online via [Portico](#). Students are responsible for contacting [UCL Information Services Division](#) to ensure that their username and password are correct.

1.3 Modes of Attendance

1. Each individual Programme Summary *must* define the approved Modes of Attendance for a specific programme. Not all Modes of Attendance are available on all programmes.
2. UCL's standard Modes of Attendance are:

Undergraduate Programmes	Full-time	Part-time	<i>Not applicable</i>
Graduate Certificate	12 weeks full-time	1 academic year part-time	2 calendar years of flexible study
Graduate Diploma	1 academic year full-time	2 academic years part-time	5 calendar years of flexible study
Postgraduate Certificate	12 weeks full-time	1 academic year part-time	2 calendar years of flexible study
Postgraduate Diploma	1 academic year full-time	2 academic years part-time	5 calendar years of flexible study
Taught Masters	1 calendar year full-time	2 calendar years part-time	5 calendar years of flexible study
Research Masters	1 calendar year full-time	2 calendar years part-time	5 calendar years of flexible study

3. **Subject to approval by UCL Education Committee or its nominee**, a programme *may* operate on a different attendance pattern to those described above.
4. Modes of Attendance, Academic and Calendar Years are defined in Chapter 2: Qualifications and Credit Framework.
5. If a student wishes to change their Mode of Attendance, they *must* follow the procedures in Section 7: Change of Mode of Attendance.

1.4 Student Type

1. Taught students *should* be registered at UCL as one of the following:

Full Student	A student who is registered on a UCL programme of study leading to the award of a higher education qualification.
Affiliate Student	A student who is registered at another higher education institution who studies at UCL for one, two or three terms. Affiliate Students do not qualify for a UCL qualification.
Intercollegiate Student	A student who is registered at another higher education institution who is also registered on one or more individual UCL modules. Intercollegiate Students do not qualify for a UCL qualification.

2. Additional categories for Life Learning courses are defined in Chapter 10: Life Learning Framework.
3. Additional categories for Postgraduate Research programmes are defined in Chapter 5: Research Degrees Framework.

1.5 Registration Status

1. A student *may* be registered at UCL under the following statuses:

Fully Enrolled	A student who is fully enrolled on a programme of study leading to the award of a higher education qualification at UCL.
Resitting	A student who is enrolled only on Resits and/ or Deferrals without Tuition. The student is not receiving tuition and does not have to be in attendance, but should have access to UCL libraries, e-learning environments and other learning facilities.
Repeating	A student who is enrolled only on Repeats and/ or Deferrals with Tuition. The student is receiving tuition, is in attendance for the affected modules and has full access to UCL facilities.
Provisionally Progressed	An undergraduate student who has been allowed to proceed to the next year of study because it is not yet possible to make a formal decision about their Progression status. Such students generally fall into one of the following categories: <ul style="list-style-type: none"> • A student who is not yet able to formally progress because marks have not been received from an external provider. • A student who has outstanding Deferrals (or, exceptionally, reassessments) in a maximum of 30 credits, and who has been permitted to take these in tandem with the next year of study. A Provisionally Progressed student is permitted to re-enrol, attend teaching events and to access UCL facilities. However the student cannot formally Progress to the subsequent year of study until the outstanding credits are passed or formally condoned by the Board of Examiners.
Interrupted	A student who has temporarily interrupted their programme of study and whose enrolment at UCL has been temporarily suspended.
Suspended	A student whose enrolment at UCL has been temporarily suspended, for example on grounds of academic insufficiency, disciplinary matters, academic misconduct, non-attendance or visa non-compliance.
Terminated	A student whose enrolment at UCL has been permanently terminated, for example on grounds of academic insufficiency, disciplinary matters or academic misconduct, and whose student record is now closed.
Withdrawn	A student who has formally withdrawn from their registration at UCL and whose student record is now closed.
Awarded Degree	A student who has been awarded a UCL degree and whose student record is now closed.

1.6 Dual Registration

1. The following categories of student *may* be formally registered at UCL at the same time as being registered with another institution:
 - a) An Affiliate Student
 - b) An Intercollegiate Student
 - c) A UCL student undertaking an intercollegiate module at another Higher Education institution
 - d) A UCL student undertaking a period of Study Abroad
 - e) A UCL student enrolled on a joint, double or dual degree programme delivered in partnership with another institution.
2. All other students *must not* be registered on a programme at UCL at the same time as being registered on, or re-sitting examinations for, another programme at UCL or any other Higher Education institution.
3. A student *may* accept an offer of a place at UCL at the same time as being registered on, or re-sitting examinations for, another programme at UCL or any other Higher Education institution.

2 Module Selection

2.1 Module Selection and Approval Process

1. As soon as enrolment or re-enrolment has been completed students *should* select the modules which they wish to take in that Academic or Calendar Year, by the published deadlines.
2. All steps are completed through Portico, UCL's Student Record System.
3. The Programme Diet defines the modules which a student *must* undertake to satisfy the requirements of a particular programme, including the credit value and academic level of each module, as well as rules for compulsory, optional and elective modules, and for pre-requisites and co-requisites:

Module Type	Definition
Compulsory	Modules which students <i>must</i> take to successfully complete a particular Programme or Route.
Option	Specific, limited collections of Modules from which students <i>may</i> choose within their Programme of Study.
Elective	Broad collections of Modules which <i>may</i> be thematically grouped, from which students <i>may</i> choose, and which <i>may</i> be from outside their main Programme of Study.
Prerequisite	A specified preparatory Module which <i>must</i> have been successfully completed for a student to enrol on a subsequent Module.
Co-requisite	A specified Module which <i>must</i> be taken at the same time as another Module.

4. All Optional and Elective module selections are provisional until they have been confirmed by both the Parent and Teaching Departments/Divisions:
 - a) The Parent Department/Division is responsible for the programme on which a student is registered.
 - b) The Teaching Department/Division is responsible for the delivery of a module to students and is responsible for the assessment of students enrolled on the module.
 - c) In many cases the Teaching and Parent Department/Division are the same, and only one approval is needed.
5. If approval is not given, students *should* seek academic advice from their Personal Tutor or other staff in the Parent Department/Division.
6. Students *must* satisfy the assessment requirements for each module on which they are registered. If a student is unable to meet these requirements due to illness or other Extenuating Circumstances, they *should* follow the procedures in Chapter 4, Section 6: Extenuating Circumstances. Students who absent themselves from any module assessment without approval *must* be recorded as absent and deemed to have made an attempt. Any further attempt, of the original module or another module, *must* be treated as a second attempt.

2.2 Number of Modules to be Selected

1. Students *must* register on the following numbers of credits in each Academic or Calendar Year unless they are registered as a Flexible student, or they are undertaking Resits, Repeats or Deferrals (see below). The Programme Diet *may* include more detailed requirements:

	Mode of Study	Credits per Year
Undergraduate	Full-time	120 credits
	Part-time	60 credits
Graduate Certificate	Full-time	60 credits
	Part-time	30 credits
Graduate Diploma	Full-time	120 credits
	Part-time	60 – 90 credits
Postgraduate Certificate	Full-time	60 credits
	Part-time	30 credits
Postgraduate Diploma	Full-time	120 credits
	Part-time	60 – 90 credits
Taught Masters	Full-time	180 credits
	Part-time	60 - 120 credits
Extended Taught Masters (>180 credits)	Full-time	Up to 180 credits
	Part-time	60 - 120 credits
Research Masters	Full-time	180 credits
	Part-time	60 - 150 credits
Extended Research Masters (>180 credits)	Full-time	Up to 180 credits
	Part-time	60 - 150 credits

- Where a student undertakes a module during the long summer vacation, the credits of that module *must* be assigned to either the previous or next year as appropriate, but the total number of credits in each year *should not* exceed the parameters defined above.

Flexible Programmes

- On Flexible programmes, students *may* choose the number of credits which they wish to study in each year. Individual programmes *may* specify a minimum or maximum for each year, or *may* stipulate the order in which modules should be taken, in the Programme Diet.

Reassessment and Deferrals

- Students undertaking a Deferral *with* Tuition *should* select only the modules being deferred. Students *may* select the original module or a substitute module, as long as the requirements of their Programme Diet are met.
- Students who are Repeating a failed module *should* select only the modules being repeated. Students *may* select the original module or a substitute module, as long as the requirements of their Programme Diet are met.
- Subject to the regulations in [Chapter 4: Assessment Framework for Taught Programmes](#), a student *may* be permitted to undertake a Deferral *with* or *without* Tuition or, exceptionally, a Resit or Repeat, in up to 30 credits in tandem with the next year's modules. For Resits students *must* select the same module. For Repeats and Deferrals *with* Tuition students *may* select the original module or a substitute module, as long as the requirements of their Programme Diet are met.

Overlapping Content

- Students *must not* register on a module where the academic assessment is deemed to overlap with any module which they have already taken and passed.
- Students *must not* re-register on a module if they have exhausted all permitted attempts.

2.3 Modules from Outside UCL

1. Students *should* only select modules offered by UCL unless otherwise specified in the Programme Summary.
2. Exceptionally, the Faculty Tutor *may* permit a student to register on a module at another Higher Education institution which is not specified in the Programme Summary:
 - a) Applications *should* be made in writing to the Faculty Office.
 - b) Decisions will be made on a case-by-case basis.
 - c) Approval is usually restricted to another institution within the University of London. However, in some cases, agreements between UCL and other institutions are in place.
 - d) The module *must* have an appropriate credit-weighting, be at an appropriate Academic Level, and enable the student to successfully complete their programme of study at UCL.
 - e) Evidence *must* be provided from the institution offering the module that they are willing to accept the student.
 - f) Requests *must* be supported by the student's Parent Department/ Division.
 - g) Registration on external modules *must not* be considered as grounds for Extenuating Circumstances or appeal at a later date.
3. Where a student is permitted to select modules from outside UCL, the other Higher Education provider is responsible for the management of the student experience for that module. This includes:
 - a) Running the assessment and any reassessments for that module
 - b) Working with the relevant UCL Extenuating Circumstances Panel to consider requests for mitigation (some forms of mitigation will need to be applied by the host, some by UCL)
 - c) Reasonable Adjustments and Special Examination Arrangements for the modules concerned, in consultation with the student's UCL Department/ Division and with the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing (SSW).
 - d) Institutional disciplinary and complaints procedures relating to the module
 - e) Notifying UCL of students' academic achievement for the module
 - f) Quality assurance of the teaching and learning experience on that module.
4. The student will fall under UCL's regulations in all other respects, including those for Progression and Award, Classification and the Consequences of Failure (see Chapter 4: Assessment Framework for Taught Programmes).
5. Students *must* note that other institutions *may* operate different marking systems and regulations. Term dates at other institutions *may* be different and examinations *may not* necessarily take place during the normal UCL examination periods.
6. If a student experiences a timetabling clash due to an external module, they *must* contact their Parent Department/ Division for advice as soon as possible.

2.4 Deadlines for Initial Module Selection

1. Initial module selections *must* be made by the following deadlines; if a student wishes to change a module selection, they *should* do so by the deadlines in 2.5 Change of Module Selection.

	September Starters	January Starters
Student selects modules for the year ahead	October (Term 1, Week 3)	January (Term 2, Week 2)
Departments approve selections for the year ahead	October (Term 1, Week 5)	January (Term 2, Week 3)

2. Exact deadlines will be published each year in the Student and Registry Services calendar and in the 'Module Selection Task' on Portico.
3. If a student wishes to change a module selection, they *must* do so by the deadlines in 2.5 Change of Module Selection.
4. For September-starters, Student and Registry Services will ask students to formally confirm their module selections in Portico by the end of Term 1, Week 11. The Examination

Timetable will be based upon the module selection information that is recorded on Portico at the end of Term 1, Week 12.

- For January-starters, the Examination Timetable will be based upon the module selection information that is recorded in Portico at the end of Term 2, Week 3.

2.5 Change of Module Selection

- If a student wishes to change a module selection, requests *must* be submitted and approved by the following deadlines:

	Deadline	September Starters	January Starters
Changes to Term 1 modules	Student requests	October (Term 1, Week 3)	Not applicable
	Departmental approval	October (Term 1, Week 5)	Not applicable
Changes to Term 2 & 3 modules	Student requests	December (Term 1, Week 11)	January (Term 2, Week 2)
	Departmental approval	December (Term 1, Week 12)	January (Term 2, Week 3)

- Exact deadlines will be published each year in the Student and Registry Services calendar and in the 'Module Selection Task' on [Portico](#).
- Changes *must* be approved by the Parent Department/ Division and, where applicable, the Teaching Department/ Division.
- Changes cannot be guaranteed. There *must* be places available on the module and the changes *must* be consistent with the student's Programme Diet.
- Unless requested otherwise, the change of module selection will be backdated to the start of the academic session.
- Students *must* continue to meet the requirements of the original module until the change is formally approved. Students who absent themselves from the assessment of the original module before they have formally transferred to the replacement module will be recorded as absent and deemed to have made an attempt. Any further attempt, of the original module or replacement module, *must* be treated as a second attempt.

2.6 Late Module Changes

- Exceptionally, a student *may* be permitted to change a module selection after the above deadlines have passed. Changes cannot be guaranteed, particularly if the student will miss a substantial amount of teaching
- Late module changes *must* satisfy the following criteria:
 - There *must* be places available on the module
 - The changes *must* be consistent with the student's Programme Diet
 - The student *must* be able to satisfy UCL's attendance requirements
 - The student *must* continue to meet the requirements of any visa under which they are studying.
- All requests *must* be submitted to the Parent Department/ Division in the first instance. The Parent Department/ Division will consider the request and, where applicable, liaise with the Teaching Department/Division to assess whether the late module change is possible.
- If the Parent and Teaching Departments/ Divisions support the request, the application *should* be submitted to the Faculty Tutor for consideration.
- The Faculty Tutor will inform the student of the decision and, if approved, notify studentrecords@ucl.ac.uk of the change in module registration.
- If a late change affects central examinations, it *may not* be possible to include the student in the Examination Timetable and the Department/ Division *may* be required to run the examination in the Department.

3 Attendance and Absence

3.1 Attendance Requirements

1. UCL's minimum attendance requirement is 70% of teaching and learning events. Departments may stipulate a higher percentage and additional requirements where appropriate.
2. Students whose attendance falls below the attendance requirements are ineligible for summative assessment.
3. Undergraduate students must meet UCL's minimum attendance requirements during term-time (designated teaching and examination weeks). Outside of term-time, there is no requirement for students to be present on campus or to apply for authorised absence.
4. Taught Postgraduate students must meet UCL's minimum attendance requirements during term-time (designated teaching and examination weeks). During the summer vacation, students are expected to be studying for their dissertation and to be based at UCL or, if not, to apply for Study Away from UCL. Departments may stipulate additional requirements where appropriate.

Further guidance

1. Section 3.2 Authorised Absence describes the procedures in place for students who are unable to attend lectures, seminars, tutorials and other teaching and learning events due to short-term illness or other extenuating circumstances.
2. Section 3.3 Study Away from UCL sets out how to apply for Study Away from UCL.
3. Chapter 4, Section 6: Extenuating Circumstances describes the procedures in place for students who are unable to attend an examination or submit a piece of work for summative assessment due to illness or other extenuating circumstances.
4. Section 5: Interruption of Study describes the procedures in place for students who are unable to attend for an extended period of time.
5. Chapter 6, Section 4: Learning Agreements, Barring, Suspensions and Terminations of Study describes the procedures in place for students who fail to meet the minimum attendance requirements or who are absent without authorisation.

3.2 Authorised Absence for Students on a Tier 4 Visa

1. Where a student is studying at UCL under a Tier 4 visa and they are absent from UCL due to short-term illness or other extenuating circumstances the student must obtain authorisation from UCL under the following procedures:
 - i) Any absence must be authorised by UCL. When considering an application for authorised absence UCL will take into consideration the student's ability to keep up with their studies and complete assessments, including sitting examinations.
 - ii) Where a student is absent from lectures, seminars, tutorials and other teaching and learning events due to illness or other extenuating circumstances, the student must inform their Departmental Tutor/Programme Leader as soon as possible and within 48 hours of the absence.
 - iii) Where a student is absent from lectures, seminars, tutorials and other teaching and learning events on medical grounds for up to 7 consecutive days, the student can self-certify their absence. (Students should however note that they must obtain a medical note from a registered medical practitioner if the absence affects their ability to sit an examination or submit a piece of work for summative assessment. In such cases, students must follow the procedures set out in Chapter 4, Section 6: Extenuating Circumstances).
 - iv) Where a student is absent from lectures, seminars, tutorials and other teaching and learning events on medical grounds for more than 7 consecutive days, the student must submit a medical note from a registered medical practitioner.
 - v) Where a student is absent from lectures, seminars, tutorials and other teaching and learning events due to non-medical extenuating circumstances, the student will be required to provide information on the circumstances, together with appropriate

supporting evidence. Chapter 4, Section 6: Extenuating Circumstances provides further guidance on acceptable forms of evidence.

- vi) Absences of up to 7 consecutive days can be authorised by the Departmental Tutor/Programme Leader.
 - vii) Absences of up to 14 consecutive days must be authorised by the Faculty Tutor/Faculty Graduate Tutor.
 - viii) Absences will not normally be authorised for a period of more than 14 consecutive days. In such cases, students should consider an Interruption of Study (see Section 5). In exceptional circumstances, applications for authorised absence of more than 14 consecutive days may be considered by UCL Academic Services on behalf of the Vice-Provost (Education & Student Affairs). However under Tier 4 (General) visa permission an absence cannot exceed 60 days.
2. Where a student's **attendance or performance at assessment** is affected by such an absence, and they meet the relevant criteria, the student will **also** need to submit a separate claim for Extenuating Circumstances following the procedures in Chapter 4, Section 6: Extenuating Circumstances.

3.3 Study Away from UCL

1. A student may be permitted to study away from UCL on academic grounds as part of the standard delivery of their programme or module e.g. when undertaking a placement or fieldwork, or a year of study abroad as part of the degree programme. Where such a period of study is part of an approved programme or module, students do not need to gain further permission to study away from UCL.
2. Students may also be permitted to study away from UCL on academic grounds which are not part of the standard delivery of a programme or module e.g. collecting data or conducting research. Such a period of study away from UCL must not be taken until it is authorised by the Departmental Tutor/Programme Organiser. Students must inform their Departmental Tutor/Programme Organiser before they intend to study away from UCL, and provide the location of study and the reason for doing so. The period of this form of study away from UCL must not exceed three months.
3. Under UK immigration requirements, UCL is required to record where students are studying if not at UCL. Students with Tier 4 visas must, therefore, also inform UCL's Immigration Compliance Office of any period of study away from UCL.
4. Students are expected to be in regular contact with their academic department during any period of study away from UCL.

4 Affiliate Student Registration

4.1 Definition of an Affiliate Student

1. An Affiliate Student is a student who is registered at another higher education institution who studies at UCL for one, two or three terms. Affiliate Students do not qualify for a UCL qualification.
2. Affiliate Students usually study on a full-time basis although they *may* register on a part-time basis if this mode of study is available on the UCL programme.
3. Affiliate Students must be assigned a named UCL Parent Department/ Division.
4. Affiliate students are subject to the regulations set out in the UCL Academic Manual and all other terms and conditions of enrolment whilst they are registered with UCL.
5. Registered Affiliate Students have the same rights and entitlements as all UCL taught students.
6. The entry requirements for Undergraduate and Taught Postgraduate Affiliate Students, including English Language Proficiency Requirements, can be found in [Chapter 1: Student Recruitment and Admissions Framework](#). Further information on Affiliate Student applications is available from [UCL Access and Admissions](#).
7. Further information is available from the [Affiliate Study at UCL](#) web pages.

4.2 Affiliate Student Module Selection

1. Affiliate Students who have accepted an offer of a place at UCL *should* agree their module choices with their UCL Parent Department/Division before proceeding with the Module Selection process (see [Section 2: Module Selection](#)).
2. Affiliate Students *must* also check whether their module selections require approval by their Home Institution.
3. Full-time Affiliate Students *should* select modules totalling the following numbers of credits; Part-time Affiliate Students *should* select modules pro-rata for their intensity of study:

Undergraduate Affiliates

Time Spent at UCL	Number of Credits to be Selected
Term 1 only	30 to 60 credits
Term 2 only	30 to 60 credits
Term 1 and 2	60 to 120 credits
Term 2 and 3	60 to 120 credits
Terms 1, 2 and 3	60 to 120 credits

Taught Postgraduate Affiliates

Time Spent at UCL	Number of Credits to be Selected
Term 1 only	15 to 60 credits
Terms 2 and 3	15 to 60 credits
Terms 1, 2 and 3	15 to 120 credits

4. In addition, the student's Home Institution and/ or the UCL Parent Department/ Division *may* specify some or all of the following requirements:

- a) That the student selects a minimum or maximum number of credits within the above parameters
- b) That the credits are undertaken within defined fields of study
- c) That a proportion of the credits are taken within the UCL Parent Department/ Division
- d) That the credits are undertaken at defined academic levels.

4.3 Assessment and Reassessment

1. Resits, Repeats and Deferrals for Affiliate Students *should* be conducted as closely as possible to the UCL norms. Affiliate Students *must* also seek advice from their Home institutions as to whether failed modules *must* be reassessed and, if so, how reassessment marks will be recognised by their Home institution.

4.4 Certification and Transcripts

1. Affiliate Students will be awarded credit by UCL for the successful completion of assessed modules.
2. Affiliate Students are entitled to receive a transcript of their achievement at UCL in both UCL credits and European Credit Transfer Scheme (ECTS) credits. Certification is managed by UCL Student Records.

5 Interruption of Study

5.1 Interrupting

1. Interruption of Study is for Full-time or Part-time students who require a temporary break from their studies and plan to resume their studies at a future date.
 - a) Students enrolled on a Flexible Mode of Attendance have a period of five years in which to complete their studies, enabling students to fit their modules around their work, family and other commitments. As a result, Flexible students are not able to apply for an Interruption of Study. The Extenuating Circumstances procedures are available if a student needs an extension or to defer an assessment (see [Chapter 4, Section 6: Extenuating Circumstances](#)).
2. Students *should* seek advice from their Personal Tutor and/ or from [UCL Student Support and Wellbeing](#) before making an application. Students who are considering an interruption because of a disability, illness or other Extenuating Circumstance *should* also consider the options available to them in [Chapter 4, Section 5: Reasonable Adjustments](#) and [Chapter 4, Section 6: Extenuating Circumstances](#).
3. Students holding a Tier 4 visa *must* leave the UK for the duration of any interruption and re-apply for a new visa in order to return to UCL. Such students *must* comply with visa requirements to safeguard their immigration status and future entry to the UK. UCL is legally required to notify the immigration authorities of any changes to a student's status.

5.2 Making an Application

1. Students *must not* interrupt their registration without prior permission from UCL.
2. Application Forms are available from the [Students](#) webpages.
3. Applications *must* be submitted to the Parent Department/ Division together with any supporting evidence.
4. Applications *should* be made in advance of the period of interruption.
5. Students should contact UCL Student Fees and Funding before making an application as interrupting can have an impact on tuition fees, maintenance grants and student loans.
6. Tier 4 Students should contact UCL Visa and Immigration Office before making an application as interrupting can have an impact on visas.
7. Further advice and guidance are available from studentrecords@ucl.ac.uk.

5.3 Approval of Interruptions

1. The following steps are completed via the online form in [Portico](#).

Departmental/ Divisional Approval

2. Applications *must* be considered by the Parent Department/ Division in the first instance. If the Parent Department/ Division supports the request, the supported application *should* be forwarded to the Faculty Tutor.

Faculty Approval

3. The Faculty Tutor *may* approve applications falling into the following categories:
 - a) A first interruption of up to one calendar year
 - b) For reasons of Military Service only, a first interruption of up to two calendar years
 - c) A second or subsequent interruption, where the total interruption will not exceed more than two calendar years
 - d) A request to back-date an interruption by up to three months.
4. The Faculty Tutor *must* forward approved applications to studentrecords@ucl.ac.uk who will amend the student's record.

UCL Approval

5. If the application falls into one of the following categories, and the Faculty Tutor supports the request, they *should* forward the supported application to the Director of Academic Services or their nominee for approval on behalf of the Vice-Provost (Education & Student Affairs):

- a) A request to back-date an interruption by more than three months.
6. The Director of Academic Services or their nominee *must* forward approved applications to UCL Student Records who will amend the student's record. Approved applications *must* be reported to the next meeting of Education Committee.

Wellbeing

7. If a student wishes to interrupt due to health and wellbeing issues, the Faculty Tutor or the Director of Academic Services *may* require the student to attend a welfare review with UCL Student Support and Wellbeing as a condition of returning to study after the interruption (see Section 5.4 below). This *should* be confirmed to the student and to studentrecords@ucl.ac.uk by the Faculty Tutor when the interruption is approved.

5.4 Welfare Review

1. If a welfare review is a condition of returning to study, UCL Student Support and Wellbeing will contact the student shortly before they are due to return to provide further information and arrange a suitable time and date to meet.
2. The purpose of the review is to ensure that renewed studies will not be detrimental to the student's health, or their health to their studies. Students *may* be asked to provide medical evidence to indicate that they are well enough to live and work in a university environment. Further guidance on types of evidence can be found on the Students webpages.
3. Student Support and Wellbeing will submit a report to the Faculty Tutor who *must* make a decision on whether the student can return to study. The Faculty Tutor *must* notify the Department/ Division and studentrecords@ucl.ac.uk of their decision before the student is due to re-register on the programme (see Section 5.5 below).
4. Students with queries about returning from interruption are encouraged to email student.wellbeing@ucl.ac.uk.

5.5 Re-registering after an Interruption

1. If a student intends to re-register, they *must* contact their Departmental/ Divisional Office no later than one month before the expected date of return.
2. The Department/ Division *should* then contact studentrecords@ucl.ac.uk and the Faculty Office, confirming the intention to re-register the student.
3. UCL Student Records *must* then check whether re-registration has been restricted by the Faculty Tutor (see Section 5.4 above). If no such notification has been received, UCL Student Records *should* reinstate the student's record. Students will not be able to re-register until their record is re-instated.
4. Students *must* have paid the appropriate tuition fees to UCL Fees and Funding, or provided evidence of sponsorship, before they can re-register.
5. Students *must* re-enrol within two weeks of their re-registration. Failure to re-enrol *may* result in the closure of a student's record. See Section 1.2: Enrolment and Re-Enrolment for further details.
6. Visa national students *must* present their passport and current visa before they will be permitted to re-enrol.
7. If a student does not re-enrol within the required timeframes, UCL Student Records *should* close the student's record.

6 Programme Transfers

6.1 Requesting a Transfer

1. Subject to approval by the Departments/ Divisions and Faculties concerned, a student *may* be permitted to transfer from one UCL programme to another, if certain conditions are met. This includes, inter alia:
 - a) Transfer to a different Programme of Study
 - b) Change of Route within a programme
 - c) Transfer from Integrated Masters to Bachelors, and vice versa
 - d) Transfer from a Study Abroad programme to a cognate programme with no Study Abroad requirement
 - e) Transfer from a Placement programme to a cognate programme with no Placement requirement
 - f) Transfer from a BA programme to a cognate BSc programme (e.g. BA Geography to BSc Geography) and vice versa
 - g) Transfer between Masters, PG Dip or PG Cert programmes.
2. Transfer between programmes cannot be guaranteed. Students *must* not assume a transfer will be approved and they will remain registered on the current programme until official approval is obtained.

Definitions

3. The 'Current' Department/ Division and Faculty refers to the programme on which the student is currently registered.
4. The 'Receiving' Department/ Division and Faculty refers to the programme to which the student intends to transfer.

Making an Application

5. The online Programme Transfer Form on [Portico](#) *must* be completed for all applications.
6. For further information see the [Students' web pages](#).

6.2 Deadline for Transfers

1. In order to be compatible with module selection deadlines, Programme Transfers *should* be made by the following deadlines **in the effective year**:

September Starters	October (Term 1, Week 5)
January Starters	January (Term 2, Week 3)

2. For transfers between Integrated Masters and cognate Bachelors programmes, transfers *must* be completed by the following deadlines:

Transfer from Bachelors to Integrated Masters	The Friday before the last day of Term 3, Year 3.
Transfer from Integrated Masters to Bachelors	The day before the start of Term 1 of the Masters year. <i>Please note: Students who transfer to a Bachelors programme after 1 April can only attend a graduation ceremony in the following year.</i>

3. Transfers for a subsequent year *may* be arranged at any time but *should* be made by the above deadlines in the effective year.

4. A later transfer *may* be permitted if the Programme Diets are compatible or can be made compatible, and if the student can still meet the requirements of the receiving programme of study.

6.3 Minimum Criteria for Approval

1. Applications *must* only be considered if the following criteria are met:
 - a) The student *should* have met the standard entrance requirements of the receiving programme and *should not* have received a rejection to a previous application.
 - b) The receiving Department/Division *must* have sufficient capacity in terms of student numbers.
 - c) The student *must* have a good attendance record and be demonstrably engaged with their studies.
 - d) The student *should* be able to meet the requirements of any visa under which they are studying.
 - e) For transfers from Bachelors to Integrated Masters programmes, the student *must* have met any Progression Requirements defined in the Programme Summary e.g. minimum levels of performance.

6.4 Approval of Transfers within a Department/ Division

1. For transfers within a Department/ Division, the Department/ Division *must* first assess the application against the Minimum Criteria for Approval in 6.3 above.
2. If the criteria are met, the Department/ Division *must* determine whether the student's learning to date meets the requirements of the receiving programme, or if adjustments to the Programme Diet would be needed:
 - a) If the transfer requires no changes to the Programme Diet, or only the notional adjustment of modules as compulsory, optional or elective to satisfy the Programme Diet, the Department/ Division *may* approve the application, notifying the Faculty and studentrecords@ucl.ac.uk using the online form in Portico.
 - b) If there are more substantive differences in the Programme Diets the Department/ Division *should* forward the application to the Faculty Tutor for consideration enclosing the following:
 - i. A mapping of the two Programme Diets which flags any discrepancies requiring resolution, and
 - ii. A reference concentrating on the student's attendance, engagement with their studies and any other relevant information.

6.5 Approval of Transfers between Departments/ Divisions

Consideration by the Current Department/ Division

1. For transfers between Departments/ Divisions applications *must* be considered by the current Department/ Division in the first instance.
2. The current Department/ Division *should* compile a reference, concentrating on the student's attendance, engagement with their studies and any other relevant information, and forward this with the application to the receiving Department/ Division.

Consideration by the Receiving Department/ Division

3. The receiving Department/ Division *must* assess the application and reference against the Minimum Criteria for Approval in 6.3 above.
4. If the criteria are met, the receiving Department/ Division *must* determine whether the student's learning to date meets the requirements of the receiving programme, or if adjustments to the Programme Diet would be needed:
 - a) If the transfer requires no changes to the Programme Diet, or only the notional adjustment of modules as compulsory, optional or elective to satisfy the Programme Diet, the receiving Department/ Division *may* approve the application using the online form in Portico, which will notify the current Department/ Division, the current and receiving Faculties and studentrecords@ucl.ac.uk.

- b) If there are more substantive differences in the Programme Diets the receiving Department/ Division *must* forward the application to the receiving Faculty Tutor for consideration enclosing the following:
 - i. A mapping of the two Programme Diets which flags any discrepancies requiring resolution, and
 - ii. The current Department/ Division's reference, concentrating on the student's attendance, engagement with their studies and any other relevant information.

6.6 Transfers Requiring Faculty Approval

1. If the transfer cannot be approved at Departmental/ Divisional level, applications *must* be forwarded to the receiving Faculty Tutor for consideration.
2. After scrutiny of the evidence submitted, the receiving Faculty Tutor *must* make one of the following decisions:
 - a) That the transfer can be approved with no changes to the Programme Diet.
 - b) That the transfer can be approved with the notional adjustment of modules as compulsory, optional or elective to satisfy the Programme Diet.
 - c) That the transfer can be approved but requires the Recognition of Prior Learning (RPL) to align the Programme Diets.
 - d) That the transfer cannot be approved.
3. If the application is approved, the Faculty Tutor *should* document the following in the online form in Portico:
 - a) Any modules for which RPL is granted
 - b) Any approved variations from the standard Programme Diet
 - c) Any approved variations in the Progression and Award Requirements and/ or the Classification algorithm which might result from the changes in Programme Diet (e.g. where regulations vary between faculties or departments/ divisions).
4. On receipt of an approved application, UCL Student Records will amend the student's record to reflect the new Programme Diet.

7 Change of Mode of Attendance

7.1 Criteria for Changing Mode of Attendance

1. The Programme Summary defines the approved Modes of Attendance on a particular programme (Full-time, Part-time and/ or Flexible). A student *may* be permitted to change their Mode of Attendance where:
 - a) The student will still be able to complete the requirements of the programme.
 - b) The student will still be able to fulfil the requirements of any visa under which they are studying.
2. Exceptionally, and subject to approval by the Faculty Tutor, a student *may* be permitted to change to Part Time or Flexible study where it is not an approved Mode of Attendance in the Programme Summary.
3. On Masters programmes, students are only permitted to change mode during the taught modules. A student *must not* change mode in order to postpone submission of their Dissertation/ Substantive Project. If a student has Extenuating Circumstances, they *may* apply for an extension or deferral of assessment via the procedures in Chapter 4: Assessment Framework for Taught Programmes.
4. Where a student is Repeating or Deferring with Tuition, they will be registered on the affected modules only. Such students do not need further approval to change Mode of Attendance.

7.2 Application and Approval Process

1. Applications to change Mode of Attendance *should* be made in advance of the transfer.
2. Students wishing to change Mode of Attendance *must* contact studentrecords@ucl.ac.uk for information on how to apply.
3. Changes *must* be approved by the Departmental Tutor. Some changes *must also* be approved by the Faculty Tutor (see below).

7.3 Deadline for Changing Mode of Attendance

1. Transfers are only possible at certain times.
2. Changes from Full-time to Flexible, or Part-time to Flexible, *should* be possible at any point in the taught modules, subject to approval.
3. All other Mode of Attendance changes *should* be made before an Academic or Calendar Year commences:
 - a) The Faculty Tutor *must* consider any requests for a student to change Mode of Attendance after the Academic or Calendar Year has commenced. The student *must* still be able to complete the requirements of the programme of study.

8 Withdrawing from a Programme

1. Students who are thinking about withdrawing from their programme *should* first discuss their options with their Personal Tutor or Programme Leader.
2. If a student wishes to permanently withdraw from their programme, they *must* submit an application via the online form in Portico stating the effective date of withdrawal.
3. Applications *must* be considered by the Department/ Division in the first instance.
4. The Department/ Division *should* forward supported applications to the Faculty Tutor for final approval.
5. If approval is granted, the Faculty Tutor *must* notify studentrecords@ucl.ac.uk to formally close the student's record.
6. Once a student has withdrawn they will not normally be permitted to re-register on the same programme at UCL. Exceptionally, the Faculty Tutor *may* permit a student to re-register, and formally ask studentrecords@ucl.ac.uk to re-open the student's record.