



# UCL Academic Manual 2022-23

## Chapter 3: Registration Framework for Taught Programmes

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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.

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# 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 7, Part A: 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, Part A, Section 9: 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:

<b>September Starters:</b>	Term 1, Week 3	Week 7 in the UCL administrative calendar
<b>January Starters:</b>	Term 2, Week 2	Week 21 in the UCL administrative calendar
<b>Online Programmes:</b>	Week 2 of the quarter in which the student first enters the programme.	

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 UCL Student Records via askUCL before missing the deadlines.

### Enrolment Location

5. Students on Online Programmes must complete all pre-enrolment, enrolment and re-enrolment activities as directed by Student and Registry Services.
6. All other students are required to enrol and re-enrol by the following methods:

- a) New students must enrol online via Portico.
- b) Returning students should re-enrol online via Portico, although they may be required to re-enrol in person in some circumstances (e.g. students on a Student Visa returning from an interruption of study). 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
  - **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 7, Part A: Qualifications and Credit Framework.
5. If a student wishes to change their Mode of Attendance, they must follow the procedures in Section 6: 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 short courses are defined in Chapter 10: Short Course 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:
    - 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, 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.
  - f) A student may register and commence their studies on a UCL teacher training programme before they have completed the final assessment – typically a dissertation or project - of another Masters level programme, at UCL or another higher education institution, if this is due to be submitted within two months of commencing the teacher training programme.

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.

## 1.7 Closing and Re-Opening Records

1. A student's record will be closed if they:
  - a. Are awarded a qualification, or
  - b. Withdraw from the programme, or
  - c. Fail the programme, or
  - d. Do not enrol or re-enrol by the published deadlines, and do not respond to attempts to contact them
2. If a student's record is closed because they are unable to complete their intended programme of study, whether due to Extenuating Circumstances or under-performance, they may be eligible for an Interim Qualification, if they meet the criteria in Chapter 4, Part A: Section 10: Interim Qualifications.
3. Once a record has been closed, the student will not normally be permitted to re-register on the same programme at UCL.
4. Exceptionally, the Faculty Tutor may permit a student to re-register and formally ask UCL Student Records to re-open the student's record if:
  - a) The student does not re-register on a module that they have already passed, and
  - b) The student has not exhausted the number of permitted attempts on any given module, and
  - c) The student will not exceed the maximum two-year assessment window on any given module, and
  - d) The student does not exceed the maximum registration period (e.g. five years for a Flexible/Modular student), and
  - e) The student surrenders any interim qualifications which they have already received for the same credits (subject to the professional accreditation exemptions in Chapter 1, Section 2.8.4: Accredited Prior Learning for Advanced Entry to Taught Programmes).
5. Records can only be re-opened within five years of the record being closed.

## 2 Module Selection

### 2.1 Module Selection and Approval Process

1. For new students, as soon as pre-enrolment has been completed students should select the modules which they wish to take in that Academic or Calendar Year, by the published deadlines. For continuing students, module selection takes place at the beginning of term three each year and timelines will be published in advance.
2. All steps are completed through Portico, UCL's Student Record System.
3. Students must meet the module requirements defined in the Programme Diet, including the credit value and academic level of each module, and any rules for compulsory, optional or elective modules, pre-requisites or co-requisites:
  - **Compulsory:** Modules which students must take to successfully complete a particular Programme or Route.
  - **Option:** Specific, limited collections of Modules from which students may choose within their Programme of Study.
  - **Elective:** Broad collections of Modules which may be thematically grouped, from which students may choose, and which may be from outside their main Programme of Study.
  - **Prerequisite:** A specified preparatory Module which must have been successfully completed for a student to enrol on a subsequent Module.
  - **Co-requisite:** A specified Module which must 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 2, Section 2: Short-term Illness and other 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:

#### **Undergraduate Programmes**

- Full-time: 120 credits per year
- Part-time: 60 credits per year

### **Graduate Certificate**

- Full-time: 60 credits per year
- Part-time: 30 credits per year

### **Graduate Diploma**

- Full-time: 120 credits per year
- Part-time: 60 – 90 credits per year

### **Postgraduate Certificate**

- Full-time: 60 credits per year
- Part-time: 30 credits per year

### **Postgraduate Diploma**

- Full-time: 120 credits per year
- Part-time: 60 – 90 credits per year

### **Taught Masters**

- Full-time: 180 credits per year
- Part-time: 60 - 120 credits per year

### **Extended Taught Masters (>180 credits)**

- Full-time: Up to 180 credits per year
- Part-time: 60 - 120 credits per year

### **Research Masters**

- Full-time: 180 credits per year
- Part-time: 60 - 150 credits per year

### **Extended Research Masters (>180 credits)**

- Full-time: Up to 180 credits per year
- Part-time: 60 - 150 credits per year

2. Students must register on the exact number of credits required for their programme; they must not register on too many or too few credits.
3. Students must register on the number of credits at each Level of Study (e.g. Level 6, Level 7) required by their Programme Diet. Students are permitted to exceed the minimum but must not take too few credits at any Level.
4. 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**

5. 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**

6. 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.



7. 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.
8. Subject to the regulations in Chapter 4, Part A: Assessment Regulations 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**

9. 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.
10. 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 Diet.
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 Diet:
  - 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 Examination Adjustments 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, Part A: Assessment Regulations 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 Module Selection

1. Module selections must be made by the following deadlines; if a student wishes to change a module selection after these dates, they may be able to do so at the discretion of their Parent Department/ Division and in accordance with 2.5 Late Module Selection.

### September New Starters

Student selects modules for the year ahead:	Term 1, Week 3	Week 7 in the UCL administrative calendar
Departments approve selections for the year ahead:	Term 1, Week 5	Week 9 in the UCL administrative calendar

### September Start Continuing Students

Student selects modules for the year ahead by:	Term 3, Week 3
Departments approve selections for the year ahead by:	14 July 2023 (visible to students from 17 July)
Re-selection window for students who were not successful in getting a place on their preferred modules:	17 July 2023 – 31 July 2023  A limited number of re-selection requests after this date may be approved at your department's discretion up until term 1, week 3  Any requests after term 1, week 3 should be made in line with 2.5 Late Module Selection

### January Starters

Student selects modules for the year ahead:	Term 2, Week 2	Week 21 in the UCL administrative calendar
Departments approve selections for the year ahead:	Term 2, Week 3	Week 22 in the UCL administrative calendar

### January Start Continuing Students

Student selects modules for the year ahead:	Term 2, Week 2	Week 21 in the UCL administrative calendar
Departments approve selections for the year ahead:	Term 2, Week 3	Week 22 in the UCL administrative calendar

### Online Programmes

Students must make their initial module selections as part of the initial pre-enrolment task. For all subsequent Teaching Periods (term, quarter), students must make their module selections before the relevant Teaching Period commences.

2. Exact deadlines will be published each year in the Student and Registry Services calendar and on student and staff module selection webpages.

- a) On Online Programmes, exact deadlines will be set, managed and communicated by the Department.
3. If a student wishes to change a module selection, they must do so by the deadlines in 2.5 Late 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 (Week 15 in the UCL administrative calendar). The Examination Timetable will be based upon the module selection information that is recorded on Portico at the end of Term 1, Week 12 (Week 16 in the UCL administrative calendar).
5. 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 (Week 22 in the UCL administrative calendar).

## 2.5 Late Module Selection

1. Exceptionally, a student may be permitted to change a module selection after term 1, week 3. Changes cannot be guaranteed, particularly if the student will miss a substantial amount of teaching.
2. Late module changes must satisfy the following criteria:
  - a) There must be places available on the module.
  - b) The changes must be consistent with the student's Programme Diet.
  - c) The student must be able to satisfy their faculty's attendance requirements.
  - d) The student must continue to meet the requirements of any visa under which they are studying.
3. 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.
4. If the Parent and Teaching Departments/ Divisions support the request, they will seek Parent Faculty approval.
5. 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.
6. Unless requested otherwise, the change of module selection will be backdated to the start of the academic session.
7. 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.

## 3 Attendance and Absence

### 3.1 Attendance Requirements

1. UCL's attendance requirements are defined in Annex 3.2: Student Engagement Monitoring Policy.
2. Minimum attendance requirements are set at Faculty level and must be published in the Student Handbook or equivalent.
3. Students whose attendance falls below their faculty's minimum attendance requirement may be subject to the regulations in Chapter 6, Section 3: Academic Insufficiency Procedure, subject to faculty policy.
4. Undergraduate students must meet the minimum attendance requirements during UCL Term Times. Outside of term-time, there is no requirement for students to be present on campus or to notify absence.
5. Taught Postgraduate students must meet the minimum attendance requirements during UCL Term Times:
  - a) During the Christmas and Easter breaks, students are normally expected to study independently and there is no need to notify absence. If attendance is required outside of UCL Term Times, Departments must ensure that students are made aware of this at the start of the programme.
  - b) Where Masters students are studying for their dissertation/ research project during the summer vacation, they may be based at UCL or may work remotely – individual arrangements should be agreed with the supervisor.
  - c) Some PGT programmes may require attendance during the UG summer vacation e.g. to undertake placements or attend taught modules. Students should refer to their Student Handbook or equivalent for full details.
6. Chapter 2, Section 2: Short-term Illness and other 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.
7. Chapter 2, Section 6: Interruption of Study describes the procedures in place for students who are unable to attend UCL for an extended period of time.

### 3.2 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 on a Student Visa 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. 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 Registration Period

1. Affiliate students will be registered at UCL for one, two and/ or three academic terms.
2. Where Affiliate Students study at UCL for one term only, their registration will extend to the start of the following term to allow them access to libraries and facilities while completing assessments.

## 4.3 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:

### **Number of Credits to be Selected**

#### **Undergraduate Affiliates**

- **Term 1 only at UCL:** Select 30 to 60 credits
- **Term 2 only at UCL:** Select 30 to 60 credits
- **Term 1 and 2 at UCL:** Select 60 to 120 credits
- **Term 2 and 3 at UCL:** Select 60 to 120 credits
- **Terms 1, 2 and 3 at UCL:** Select 60 to 120 credits

#### **Taught Postgraduate Affiliates**

- **Term 1 only at UCL:** Select 15 to 60 credits
- **Terms 2 and 3 at UCL:** Select 15 to 60 credits
- **Terms 1, 2 and 3 at UCL:** Select 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.

## 4.4 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.

## 4.5 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 Programme Transfers

## 5.1 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.

## 5.2 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**:

<b>September Starters:</b>	Term 1, Week 5	Week 9 in the UCL administrative calendar
<b>January Starters:</b>	Term 2, Week 3	Week 22 in the UCL administrative calendar

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

<b>Transfer from Bachelors to Integrated Masters</b>	The Friday before the last day of Term 3, Year 3	The Friday of Week 40 in the UCL administrative calendar
<b>Transfer from Integrated Masters to Bachelors</b>	The day before the start of Term 1 of the Masters year	The Friday of Week 4 in the UCL administrative calendar



Please note: Students who transfer to a Bachelors programme after 1 April can only attend a graduation ceremony in the following year.

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.

### 5.3 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 Portico Progression and Award Rules Tool e.g. minimum levels of performance.

### 5.4 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 5.3 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 [examboards@ucl.ac.uk](mailto:examboards@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.

### 5.5 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 5.3 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 examboards@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.

## 5.6 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.

# 6 Change of Mode of Attendance

## 6.1 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 2, Section 2: Short-term Illness and Other Extenuating Circumstances.
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.

## 6.2 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 UCL Student Records via askUCL 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).

## 6.3 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.

# 7 Withdrawing from a Programme

1. Students who are thinking about withdrawing from their programme, including students who are considering transferring to a programme at another institution, should first discuss their options with their Personal Tutor or Programme Leader.
2. If a student wishes to permanently withdraw from their programme, whether or not they wish to transfer to a programme at another institution, 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 [examboards@ucl.ac.uk](mailto:examboards@ucl.ac.uk) to formally close the student's record.
6. The student will receive a transcript for the credits completed at UCL prior to withdrawal, after the applicable Board of Examiners has ratified the results.
7. 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 [examboards@ucl.ac.uk](mailto:examboards@ucl.ac.uk) to re-open the student's record.