

## Taught Registration

The Taught Registration regulations have been reviewed in order to reflect current practice, remove ambiguities, streamline processes and reduce the need for Suspensions of Regulations. The regulations, which were formerly part of Chapter 1, will now form the new Chapter 3: Registration Framework for Taught Programmes.

### 1. Improved processes

There are more streamlined processes for:

- Interruption of Study
- Programme Transfers
- Module Selection
- Change of Mode of Attendance
- Programme Withdrawal

### 2. Delegation of approvals to Faculty Tutors

The revised chapter clarifies a number of regulations which are regularly suspended and delegates authority for certain approvals from the Vice Provost (Education & Student Affairs) to Faculty Tutors in order to expedite decision-making. This includes approval of:

- Selection of modules from outside UCL
- Late module changes
- A first interruption of up to one calendar year
- For reasons of Military Service only, a first interruption of up to two calendar years
- A second or subsequent interruption, where the total interruption will not exceed more than two calendar years
- A request to back-date an interruption by up to three months (central approval still required for more than three months)
- Approval for a student to return from interruption if a welfare review is a condition of return (allowing SSW to maintain a support function)
- Complex Programme Transfers, such as those requiring the Recognition of Prior Learning
- Change of Mode of Attendance once an academic session has started
- Withdrawal of a student from a programme of study

### 3. Delegation of approvals to Departments

Authority has been delegated to Departments to approve some simple registration changes, including:

- Simple Programme Transfers which require no or minimal changes to the programme diet, including:
  - Change of Route
  - Integrated Masters to Bachelors and vice versa
  - BA to BSc in same field of study
  - Study Abroad/ Placement programme to non-Study Abroad/ Placement equivalent
  - Masters to PG Dip or PG Cert and vice versa

- The Faculty Tutor will need to approve any changes which require substantive amendments to the programme diet, or which might require the Recognition of Prior Learning.
- Advance changes of Mode of Attendance (Faculty Tutors need to approve any changes after the academic session has commenced).

#### 4. Module selection

The processes for initial module selection, changes to module selections and changes after the deadlines have been clarified. Late changes can now be approved by the Faculty Tutor, where certain criteria are met (this formerly required central approval).

**More information:** Chapter 3, Section 2: Module Selection

#### 5. Affiliate Student module selection

There are now more flexible module selection requirements for affiliate students, particularly those who are with UCL for one term.

**More information:** Chapter 3, Section 4: Affiliate Student Registration

#### 6. Change of Mode of Attendance

Current practice has been formalised around changes of mode of attendance. Particular points to note include:

- Clarification that students cannot change mode of attendance just before they are due to submit their Masters dissertation.
- Clarification that students undertaking Repeats or Deferrals with Tuition do not need to undertake a separate process to transfer to part time.

**More information:** Chapter 3, Section 7: Change of Mode of Attendance

#### 7. Resitting Status

A new Resitting status has been agreed with Student Records, Security, the Visa Office and the Library to help resit and deferral students to access facilities for an additional 3 months during the Late Summer period. If the student has a longer deadline, this period can be extended with the permission of the Faculty Tutor.

**More information:** Chapter 3, Section 1.5: Registration Status

#### 8. Provisional Progression Status

A new Provisional Progression status has been added in line with the revised assessment regulations. This covers students who need to undertake a deferral or, exceptionally, a resit or repeat in tandem with the next year's modules. It can also be used where a study abroad provider does not submit marks in time for a student to progress. The student will be fully enrolled, it is just their progression status which is provisional. Students *must* pass or be formally condoned in the outstanding modules in order to be considered for progression to any subsequent years of study, or to be awarded a degree.

**More information:** Chapter 3, Section 1.5: Registration Status