

Student Registration Regulations

HIGHER EDUCATION

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Section 1: NESCOL'S HE Registration Period (All validating partners except the Open University)

The registration period for a course will be defined at validation. The normal minimum and maximum registration periods for each of the qualifications available in Undergraduate Regulations is as follows:

| Award | Mode of Study | Minimum Period of Study | Maximum Length |
|---|------------------------|-------------------------|---------------------|
| Foundation Certificate And Foundation Diploma | Full time Part time | 1 year 2 years | 2 years 4 years |
| Certificate of Higher Education | Full time Part time | 1 year 2 years | 2 years 4 years |
| Diploma of Higher Education | Full time Part time | 2 years 4 years | 4 years 8 years |
| Higher National Certificate (HNC) | Full time Part time | 1 years 2 years | 2 years 4 years |
| Higher National Diploma (HND) | Full time Part time | 2 years 4 years | 4 years 8 years |
| Foundation Degree | Full time Part time | 2 years 4 years | 4 years 8 years |
| Ordinary or Honours degree | Full time Part time | 3 years 6 years | 6 years 12 years |
| Integrated Master's degree | Full Time Part time | 4 years 8 years | 8 years 12 years |

Section 2: The Open University Registration Period

The Open University requires the maximum duration of the validated award to be three years beyond the expected duration of the validated award e.g., 6 years for a full-time degree, or 9 years for a part time programme that would normally take 6 years minimum.

| OU Award | Mode of Study | Minimum Period of Study | Maximum Length |
|---|------------------------|-------------------------|---------------------|
| Foundation Certificate and Foundation Diploma | Full time Part time | 1 year 2 years | 4 years 5 years |
| Certificate of Higher Education | Full time Part time | 1 year 2 years | 4 years 5 years |
| Diploma of Higher Education | Full time Part time | 2 years 4 years | 5 years 7 years |
| Foundation Degree | Full time Part time | 2 years 4 years | 5 years 7 years |
| Ordinary or Honours degree | Full time Part time | 3 years 6 years | 6 years 9 years |
| Integrated Master's degree | Full Time Part time | 4 years 8 years | 7 years 11 years |

The minimum and maximum registration periods may be increased by one course year where the degree includes a study abroad or industrial placement.

The minimum registration period may include any exemption granted as a result of prior credit.

Courses may specify a more restrictive period of registration, especially where they lead to professional accreditation.

Section 3: Extending Registrations

Maximum periods of registration may be exceeded in exceptional circumstances. Where a student's period of registration will be exceeded then an application should be made in writing to the Head of Academic Standards by the Faculty concerned, justifying the reasons for the request and outlining the proposed revised study plan. Extension requests may need to be referred to validation partner universities where appropriate and final decisions for the proposed extension should be communicated to students in writing within 20 working days of their request.

Students should be aware that the structure and content of the courses, the regulations and tuition fees that apply, may be different to those that existed when they first enrolled. Such changes will be clearly communicated to the student prior to their re-enrolment.

Full-time students who are required to repeat credit "in part-time mode" remain within the full-time minimum and maximum registration periods for their programme of study. Students may not normally be permitted to register for more than one taught programme of study leading to an award with the University at the same time, unless with the permission of the Academic Registrar.

The College expects students to attend all programme-related activities unless they have good reason for absence and the absence is approved by the Course Leader (or equivalent). Failure to attend without acceptable cause may result in the termination of a student's registration for an award.

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