



Policy Relating to Regulations for Registration

Revised September 2017: Open University Compliant

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Student status commences at first registration for a programme of study and continues, unless it is otherwise terminated, until the award is conferred or granted or until the end of the specified period of study whichever is the earlier.

All prospective or continuing students must register each year at the required times in accordance with procedures approved from time to time by the College. The College reserves the right, on academic grounds, not to allow students to register after term has started. Only exceptionally and with the special permission of the Head of Academics will prospective or continuing students be allowed to register late. No student will be registered after the second week of teaching.

Any students failing to re-register will, after a period of 14 days, be deemed to have withdrawn from the course.

In accepting an offer of a place at the College students agree to be bound by the regulation of the College. In signing the application form a student is undertaking that they will comply with the Regulations of the College.

Students shall notify the Registrar as soon as possible of any subsequent change in the information which they have given at Registration relating to name, address, choice of programme, and source of financial support.

A student who loses their Enrolment Card must inform the College immediately and a duplicate Registration Card will be issued on payment of a fee determined by the College.

No prospective or continuing student will be permitted to attend lectures, classes or laboratories or to use the College library, computing or any other facilities of the College/University until they have registered.

Former students who have withdrawn permanently or been required to withdraw permanently or been deemed to have withdrawn permanently from the College will be considered for re-admission to a programme of study in line with the College's procedures for handling requests from former students for re-admission to the College

Temporary Withdrawal (Intermission/Time Out)

Permission may be given to students to withdraw temporarily from the College during their programme of study with a view to returning at a later date. Students must make a written application to the Head of Academics and must give acceptable reasons for their request

All students are required to re-register upon return to the College following a period of temporary withdrawal. Students who fail to do so within 14 days starting with the first day of the autumn term, will be deemed to have withdrawn permanently.

A student who is permitted or required to temporarily withdraw from the College is not entitled to attend any teaching and is not expected to be present at the College. Students' computing accounts will remain active throughout this period. Limited library borrowing rights are available.

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