

WÔŠ O&æå^ { æ T æ ˇ æ
GEGHËG

Ô @æ] c^! HKÜ^* ã d æã]
Ø æ ^, [! \ } ! Væ ˇ * @
Ú ! [* ! æ { ^ •

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

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)

- 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. **WÔŠq • cæ åæå T [å^• [~Cæ^} åæ & æ^K**
 - **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.

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. Students who:
 - 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. Students who, for any reason, have closed their records, 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 their 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.
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.

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

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) V@ &@ *^• { ~•cà^ &[]•ã c^}c, ã@@@ •c' á^} ¼ Ú! [*!æ { ^ Öã Ę
 - c) V@ •c' á^}c{ ~•cà^ ã| ^ q •ãã ~ c@ã -æ |c q ãã} áã & ^ !^~ ã^ { ^} •È
 - 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 UCL Student Attendance Policy

3.1 Scope

1. V@] [[x̂ •^o [~ cWÔŠq ^c] ^&œā } • [] æ^} åæ &^ÉQã !^|^çæ) cđ æ|| æě * @•ĉ â^} • enrolled at UCL and all staff responsible for reviewing attendance. This includes, but is not limited to temporary, honorary, visiting, casual, voluntary, emeritus and agency workers, students employed by UCL and its suppliers. Note, some programmes, for example some professionally accredited programmes, have programme-specific attendance requirements which should be made available to you in addition to this policy.

3.2 Attendance Expectations

1. Programmes of study at UCL are designed to ensure your learning is optimised and you have successful outcomes. Attendance at all scheduled teaching events is the best way to ensure you achieve your potential and to support your engagement and wellbeing. We recognise, however, that there are times when you may have to miss one or more teaching events (for example, because of illness).
2. UCL encourages you to attend all scheduled teaching events which appear on your timetable. This includes all events set out in the programme handbook or those provided to you during a module, including personal tutorials. However, for the purposes of this policy, some programmes may choose to monitor attendance via specific compulsory teaching events rather than all timetabled events. You should familiarise yourself with specific programme or module attendance requirements and must ensure that you engage with the method of recording attendance which is required by UCL. Please note, some professionally accredited programmes may have higher attendance thresholds.
3. It is important that you attend teaching events punctually so as not to disrupt the learning of others. For some subjects, it will be vital that you arrive on time so that you are present for information that may be given at the start of a session, for example, health and safety instructions.
4. If you are an Undergraduate student, you 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. If you are Taught Postgraduate student, you must meet the minimum attendance requirements during UCL Term Times:
 - a) Unless informed otherwise, you will not normally have scheduled teaching events during the Christmas and Easter breaks, and there is no need to notify absence. If attendance is required outside of UCL Term Times, your Department must ensure that you are made aware of this at the start of the programme.
 - b) Where you are studying for your dissertation/ research project during the summer vacation, you may be based at UCL or work remotely . individual arrangements should be agreed with your supervisor.
 - c) You may be on a programme that requires attendance during the UG summer vacation e.g. to undertake placements or attend taught modules. Your Department should inform you of this at the start of the programme.

3.3 Recording In-Person Attendance

1. Ü^* ã ĉ!WÔŠ ã WÔŠq æ^} åæ & !^& [!ää * •^•ĉ{ æ} å ã |ã \^â đ ^ [~ | cã ^œā|^Ëÿ [~ , ã] } ^^â đ , you

3.3.4 Lost or Stolen ID Cards

1. If you lose your ID card, or it is stolen, you must report it to [UCL Security](#) as soon as possible so that the old card can be deactivated and you can obtain a replacement card.

3.3.5 Room Changes

1. You will be notified of any room changes in advance of the session, noting there can be changes. If a room change is

3.6 Study Away from UCL

1. You may be permitted to study away from UCL on academic grounds as part of the standard delivery of your programme or module e.g., when undertaking a placement or fieldwork, or a year of study abroad. You will not need to gain additional permission to study away where this is a normal part of your programme.
2. You 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.

status. Academic staff, teaching administrators, department/programme administrators and Student and Registry Services staff will have access to the student attendance data. The attendance system complies with the General Data Protection Regulations (GDPR) and a full Data Protection Impact Analysis has been completed.

2. The Student Privacy notice applies to the personal data UCL collects from students and personal data which is passed to UCL by third parties. Please read the following carefully to understand www.ucl.ac.uk/legal-services/privacy/student-privacy-notice.

3. Y @ WÔŠ • @•^ • c' â^} • q} â} & â} , ã@

i. Uč â^} • q} ^!•[] } â} , ã| à^ & ||^&•â } à } |! &••^â } |ã } ã~ à^ WÔŠ • @-Èà~ cWÔŠ { æ @•^ ç • @•^ • c' â^} • q} , ã@|^ç} c@â] } ã • {! c@] ^! [•^ [~•æ ç |^ and legal reporting, such as:

- UK Visas and Immigration (UKVI)
- Student Loans Company
- Third party sponsors
- Professional, Statutory and Regulatory Bodies.

ii. WÔŠ |^~ ã^• æ |@â] } ã • ç |^•] ^&c@ •^& |ã [~•c' â^} • q} ^!•[] } â} } à ç treat it in accordance with the law. UCL does not allow its third party service providers to ~•^ • c' â^} • q} ^!•[] } â} } | their own purposes . UCL only permits them to process •c' â^} • q} ^!•[] } â} } | •] ^ãâ] ^! [•^• æ } à ã } & |ã} & , ã@ã ã • ç } & | • È

4 Affiliate Student Registration

4.1 Definition of an Affiliate Student

- 1.

4. Specify some or all of the following requirements:
 - g) That the student selects a minimum or maximum number of credits within the above parameters
 - h) That the credits are undertaken within defined fields of study
 - i) That a proportion of the credits are taken within the UCL Parent Department/ Division
 - j) 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.

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 their Department 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. 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.
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 examboards@ucl.ac.uk to re-