

LEARNING AND TEACHING SUPPORT HANDBOOK

Chapter 7 - Periods of study and changes to registration status for taught students

1. Introduction

- 1.1 The duration of each taught programme is fixed, and students are expected to complete their studies within the terms of the programme and the modules they study. In exceptional circumstances, there may be a case for granting an extension or allowing a student to withdraw from study entirely.
- 1.2 Extensions and withdrawals may have implications for the fees students pay. Advice should be sought from the [Student Finance Office](#).
- 1.3 As detailed in the regulations for taught programmes, all module credit has a stated period during which it can continue to count for credit accumulation purposes. Where the period will elapse by the time of the completion of the programme, the Dean for Taught Students has the discretion to determine the conditions, if any, under which the student may retain credit.

2. Duration of modules

- 2.1 Each module shall have a fixed duration within which all work must be submitted.
- 2.2 Within each academic year, the final deadline for submission of assessed work for all postgraduate modules, including dissertation modules, should normally be no later than 15 September or the nearest working day thereafter. Faculties (or delegated Schools) can set earlier submission dates as appropriate. Students should refer to their Faculty (or delegated School)/Programme handbook for specific deadlines for their programme.
- 2.3 Faculties (or delegated Schools) wishing to set postgraduate deadlines beyond 15 September, should first contact the [Commercial, Residential and Campus Services Team](#) with regard to accommodation issues for postgraduate students.
- 2.4 Also see Chapter 2 of the Assessment, Progression and Awarding Handbook, Setting and Submission of Assessments: Module Completion Timeframe and Deferral.

3. Extensions to modules and programmes

- 3.1 Periods of study for taught programmes are defined by the credit expiry period for each module. Therefore, requests for extensions relate only to individual modules. An extension to an individual module will not therefore always mean an extension to the overall duration of the programme. Also see the [Regulations](#) for further information on credit expiry periods.
- 3.2 Extensions to individual modules are handled within the Faculty and should be approved by the Pro-Vice-Chancellor and Executive Dean of Faculty (or delegated School) or nominee as required by the late submission of coursework procedures as stipulated in the [Assessment, Progression and Awarding: Taught Programmes Handbook](#). They should confirm the terms of the extension with the student in writing and a copy should be forwarded to Student Records for updating the student record.
- 3.3 Extensions for the submission of assessed work, including for the dissertation module are permitted where a student is experiencing Mitigating Circumstances. The policy and process for such extensions are set out in [Chapter 10](#) - Mitigation of the [Assessment, Progression and Awarding: Taught Programmes Handbook](#).
- 3.4 Where an extension to a module necessitates an increase to the overall duration of the student's studies such that the completion of a programme extends into the following academic year, or subsequent academic year for part-time students, students will be required to re-register.
- 3.5 Students wishing to apply for an extension to a module may do so by completing the appropriate form, available from the Faculty (or delegated School).

4. Termination of registration

- 4.1 On termination of registration, a student ceases to be a student of the University, and all academic rights and responsibilities are ended. Students are reminded that any fees and fines owed to the University at withdrawal remain due.
- 4.2 Students who have had academic debt sanctions applied at the end of the previous academic year who have been unable to re-register due to debtor status by the start of the teaching term will be deemed to have withdrawn and will have their registration terminated as per the [Student Finance Regulations](#).

- 4.3 Students who do not re-register within 4 weeks of the designated registration period for their programme will be deemed to have withdrawn and will have their registration terminated..
- 4.4 Students who do not re-register after the end of a period of interruption will be de-registered and registration terminated.
- 4.5 In cases where a student makes unsatisfactory progress, the Faculty may make a case to the Dean of Taught Faculty for withdrawal from the programme, as set out in the [Unsatisfactory Student Progress, Engagement and Attendance Policy](#). The University retains the right to terminate registration in cases where a disciplinary offence has been committed, a regulation has been broken or a student fails to complete or comply with a University procedure.
- 4.6 Students who have been deemed withdrawn or withdrawn involuntarily in relevant situations may seek reinstatement of registration in exceptional cases as per the existing policy.
- 4.7 Students living in University accommodation should note that withdrawal from the programme of study does not automatically terminate the accommodation contract. Attention should be given to the section of the withdrawal form dealing with this matter.
- 4.8 Students withdrawing from a programme may have accumulated enough credit to be awarded a qualification other than that for which the student was registered. This will depend on the credit accumulation and award rules for the programme.
- 4.9 In exceptional circumstances, and for good and documented reasons, a Faculty (or delegated School) may initiate the termination of a student's registration. In such cases, the Pro-Vice-Chancellor and Executive Dean of the Faculty must present a case to the Dean for Taught Students, giving the reasons for the request, the documentary evidence fitting the circumstances, and a description of the actions already taken. Under such circumstances a student may be deemed withdrawn.