2.   REGISTERING AND MAKING CHANGES

This section of the Student Regulations Framework applies to all taught programmes of Plymouth Marjon University, whether undergraduate or postgraduate, and to all research degree students where directly applicable.

2.1   Registration

1.   Every student, whether full-time or part-time, and whether following a programme for a University award or not must complete University registration procedures. Students who do not register cannot attend teaching or access any other elements of their programme, such as placements, and their results will not be presented to the relevant Progression and Award Board.

2.   Plymouth Marjon University will not admit an applicant to a programme of study if the application contains false or incomplete information. Moreover, the University Secretary and Registrar may exclude from the University any student whose application was based upon or included false or incomplete information.

3.   The University Secretary and Registrar will terminate a student's registration on a programme under the following circumstances:

- if a Progression and Award Board has excluded the student from the programme (Section 3 of this Framework);

- if a Programme Leader or Programme Area Leader has reported that the student is no longer engaged with the programme (Section 11 of this Framework);

- if the University Finance Department reports that the student has failed to discharge any liability to the University, e.g. tuition fees (Section 11 of this Framework);

- if the Chair of an Academic or Student Misconduct Panel notifies a penalty of expulsion from the University (Section 14 and Section 15 of this Framework); or

- if a Fitness to Practice Panel requires the termination of a student's registration on a programme (Section 10 of this Framework).

4. Students who wish to change their programme of study must seek the prior advice of the Programme Leader or Programme Area Leader concerned and the approval of Student Wellbeing and Support as required on the appropriate Programme Transfer Request Form (available from the University's Virtual Learning Environment).

5. Any changes since registration **must** be notified, without delay, by either:

- completion of the appropriate form (in the case of changes to programme of study, mode of attendance or registration status);

- via the Student Portal (in case of changes to personal details such as address and telephone numbers): or

- in writing (in the case of a change of name).

    In case of difficulty or where further advice is needed, queries should be addressed to Registry Services (e-mail to registry@marjon.ac.uk is acceptable). **The University can accept no responsibility for any consequences if a student fails to meet these requirements.**

6. Students on professionally accredited programmes that require clearance from the Disclosure and Barring Services before commencing their programme of study must let the University Secretary and Registrar know, in writing, of any criminal conviction, caution, warning or reprimand received after they start their programme. Failure to do so may result in misconduct proceedings under these regulations and may result in the student being immediately withdrawn from that programme of study.

2.2 Module Registration

Students must ensure that they have been correctly registered onto relevant modules. Incorrect registration can have serious repercussions for examinations and other assessment and students who do not follow the correct procedures may not be able to submit work for modules for which they have failed to register. The University makes module registration information available to students in a variety of ways through its Virtual Learning Environment. Students must check this information and report any errors to Registry Services immediately using the link provided. Module Leaders must also check the accuracy of module lists regularly and report inaccuracies promptly to Registry Services. All modules will operate in accordance with their definitive module descriptor.

2.3 Teaching Timetable

Timetable information and seminar group allocations are posted on the University's Virtual Learning Environment and can be accessed via the Student Portal. For each module, the timetable for lectures and seminars are shown. Students who have any issues with their timetable must contact the Timetable Unit immediately.

2.4 Changing seminar/practical group

The published module lists indicate the seminar or practical group that has been allocated to the student where this applies. The timetable shows where and when these activities take place. Allocations are made to facilitate agreed programme combinations, to produce even distributions between groups, and to share out the less popular timetable slots. If a student wishes to request a change, this must be initially discussed with the Module Leader. If a change is made, the Module Leader must inform the relevant office(s) so that students can be contacted in an emergency.

2.5   Changing modules

1.   Students wishing to change modules should first discuss the matter with the relevant Programme Leader or Programme Area Leader. Approval is subject to places being available, continued adherence to programme regulations, and the timetable facilitating this. The University advises students not to change modules after the second week of the semester, trimester or term. Late changes will only be accepted where the appropriate Programme Leader or Programme Area Leader is in agreement; moreover, late entry to a module will not constitute extenuating circumstances in relation to assessments. A student starting a module late is required to undertake all the assessments for that module; therefore, no student may join a module after the first assessment deadline has passed. A student will not be permitted to select an alternative module which results in a timetable clash being created.

2.   The student must complete the Module Change Form available from the University's Virtual Learning Environment and forward it to Registry Services. Registry Services will consult with the Programme Leader or Programme Area Leader prior to amending the student record.

2.6   Changing programme registration

It may be possible to transfer from one programme to another. Any student who wishes to explore this option should discuss the situation in the first instance with Student Wellbeing and Support as promptly as possible. Approval of a transfer is subject to places being available, to the suitability of entry qualifications, and to programme-specific regulations. For example, programmes leading to professional accreditation may require students to undertake and pass all modules regardless of any other academic credit they may have gained. Students who have failed one or more modules may apply to transfer but failed modules must be redeemed through successful re-assessment. If the change of programme is allowed, the University will notify the appropriate funding authorities.

2.7   Internal programme transfers - Level 4

1.   Students wishing to change their degree programme during the first year should seek advice from Student Wellbeing and Support in the first instance. Approval is subject to places being available and the regulations for the relevant award framework and programme e.g. requirements for Disclosure and Barring Service checks. Applications should be made on the Programme Transfer Request Form available from the Study and Learn: Registry Documents section of the University's Virtual Learning Environment.

2.   In the case of applications from students in their first year, received within ten working days of the start of teaching, it may be possible for a programme change to take immediate effect. In such cases, the student will be registered for the modules appropriate to their new programme(s) as listed in the initial module registrations.

3.   Students wishing to apply for internal transfer should do so at the earliest opportunity following discussion with the Programme Leader and Student Wellbeing and Support.

4.   A student who wishes to transfer programme after the time limits specified can either complete the current stage of their programme, or interrupt their studies and transfer at the start of the following academic year. They should seek advice from Student Wellbeing and Support before deciding. Any transfer will be subject to the conditions listed in Section 2.6 of this Framework above.

2.8   Internal programme transfers - Levels 5 and 6

1.   Students wishing to join, or change programmes at Levels 5 and 6 should seek advice from Student Wellbeing and Support in the first instance. Approval is subject to places being available and the regulations for the award framework and programme e.g. requirements for Disclosure and Barring Service checks. Applications should be made on the Programme Transfer

Request Form available from the Study and Learn: Registry Documents section of the University's Virtual Learning Environment.

2. The transfer will only be permitted if the student has successfully completed the relevant stage(s) of their current programme; this includes modules that are prerequisites for entry to the next level in the programme to be taken. A directly equivalent programme of work completed successfully, or accredited prior learning (AP(E)L), may be acceptable instead of the published prerequisites for a module or for entry to a programme at Levels 5 and 6. Student Wellbeing and Support will forward their recommendation to the relevant Programme Leader or Programme Area Leader, who will inform Registry Services of their decision so that the student record can be updated.

2.9 Module Choices

1. Registry Services makes the Module Choice process available to students on programmes with optional modules each year so they can select their modules for the following academic year. Programme Leaders or Programme Area Leaders will outline choices available to their students, where applicable, and provide programme information to students. Students complete the online choices process, and their choices are then signed off by the relevant Programme Leader or Programme Area Leader. Registry Services reserve the right to allocate module choices to any student who has not completed the process so that resource and timetable planning can proceed.

2. It may be possible to change these allocations subsequently (by the submission of a Module Change Form available from the University's Virtual Learning Environment) but only if there are sufficient places available and the timetable permits. Registry Services will query any choices that are incompatible with undergraduate regulations and permissible combinations.

3. In the majority of cases students are able to study the modules they have selected. However, if a module is not viable due to low enrolment numbers it may be withdrawn. If so, the appropriate Programme Leader or Programme

Area Leader will contact students affected, advise them of alternative replacement module(s) and advise Registry Services accordingly. Where choices are available students must complete and submit a Module Change Form as described above.

2.10 Study abroad

1. Students on full-time Honours degrees may undertake study abroad, for up to 60 credits of study at approved institutions on approved module-equivalent programmes as part of their programme. This is available to them during their second year of study, when undertaking Level 5 modules, and usually (but not exclusively) during the second semester. These equivalent programmes must be passed and failure will prevent progression to Level 6. Credits for the modules will be awarded but, as no grades are carried forward, this may have an impact on a student's final degree classification.

2. Students who are interested in studying abroad, subject to available opportunities, should contact their Programme Leader/Programme Area Leader in the first instance. The relevant application form must be completed no later than March of the previous year for Semester A study, and no later than October of the relevant year for Semester B study. The relevant Programme Leader or Programme Area Leader must support the application, given the potential implications for any student.

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