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, to all research degree students, and to all apprentices enrolled on the University's apprenticeship programmes, who are classified as 'students' and referred to accordingly throughout this Procedure.

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 the University's registration procedures. This also applies to students at the University's partner institutions. 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 Academic Registrar may exclude from the University any student whose application was based upon, or included, false or incomplete information. In the case of returning students, this includes the failure of the student to inform the University of the outcome of any previous student misconduct proceedings.

3. The Academic 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](#))

- 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 Transfer Request Form (available on Antler or MyMarjon).

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 Antler or MyMarjon (in case of changes to personal details such as address and telephone numbers)

- in writing (in the case of a change of name). The University will require evidence of the legal change to any name (i.e. marriage certificate or Change of Name by Deed Poll).

In case of difficulty or where further advice is needed, queries should be addressed to the Registry and Programme Support Office (RPSO@marjon.ac.uk). **The University can accept no responsibility for any consequences if a student fails to meet these requirements.**

6.   Plymouth Marjon University deems any additional information it intends to deliver to a student to have been received by that student if:

- It is published on the University's website, Canvas or any VLE (Virtual Learning Environment) whose existence has been notified to students.

- It is sent by electronic mail to the student's University e-mail account, provided that five working days (or fifteen working days during vacations) shall elapse before receipt can be presumed. The student is responsible for ensuring that any e-mails sent to their University e-mail address are redirected to any personal e-mail address, and guidance can be provided.

- The Module Leader gives it to students in person at the first lecture or point of contact at the commencement of the delivery of the module (note that it is the responsibility of individual students who, for any reason, were not present when that information was provided, to take whatever steps are necessary to acquire the information).

- It is delivered by hand to a student in person, or to the latest address notified to the University as their local or home address, and the person delivering it has certified a copy of the document to that effect: or

- It is sent by first class mail, or Recorded or Special Delivery, to the latest address notified to the University as their local or home address provided that five working days (or fifteen working days during vacations) shall elapse before receipt can be presumed.

Students should also make appropriate arrangements to collect any mail that has been sent to them by Recorded or Special Delivery.

In addition, please note that the University's definition of 'working days' is in accordance with the standard Government definition. A working day, therefore, is any day that is not a Saturday, Sunday or bank holiday.

7.   Students on professionally-accredited programmes and programmes that involve regulated activities with children/vulnerable adults requiring clearance from the Disclosure and Barring Services, either before commencing their programme of study or during their programme, must inform the Registry and Programme Support Office, 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 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 the Registry and Programme Support Office (RPSO@marjon.ac.uk) immediately. Module Leaders must also check the accuracy of module lists regularly and report inaccuracies promptly to the Registry and Programme Support Office. All modules will operate in accordance with their definitive module descriptor. All module choices must be in line with the provisions set out in Section 1.5 of this [Framework](#) with regard to modes of study.

2.3   Teaching Timetable

Timetable information and seminar group allocations are posted on the University's Virtual Learning Environment. 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 Programme Registration

It may be possible to transfer from one programme to another within three weeks of the course start date or before the start of the next Semester, subject to the nature of the programme. Any student who wishes to explore this option should discuss the situation in the first instance with the new Programme Leader and 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. Applications should be made via the Transfer Request Form available on Antler and MyMarjon.

2.6 Internal Programme Transfers - Level 4

1.   Students wishing to change their degree programme during the first year should seek advice from their Personal Development Tutor, the new Programme Leader and/or 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.

2.   In the case of applications from students in their first year, received within fifteen working days of the course start date, 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. This timeframe can be adjusted in specific circumstances, subject to the affected students being informed in advance.

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 2.5 of this Framework above.

2.7 Internal Programme Transfers - Levels 5 and 6

1.   Students wishing to join, or change, programmes at Levels 5 and 6 should seek advice from their Personal Development Tutor, their Programme Leader and/or 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 Transfer Request Form available on Antler and MyMarjon.

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 recognised prior learning (RP(E)L), may be acceptable instead of the published prerequisites for a module or for entry to a programme at Levels 5 and 6. The transfer request will be forwarded to the relevant Programme Leader or Programme Area Leader, to confirm authorisation so that the student record can be updated. Student Wellbeing and Support will be notified to discuss any implications with the student.

3. Mid-year transfers (end of Semester A/Term 1/2) will only be considered on an individual basis and will require support from the Programme Leaders and Student Wellbeing and Support.

2.8   Module Choices

1. The online Module Choice process is made available to all students on programmes with optional modules each year so that 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, providing programme information to students. Students complete the online choices process, and their choices are then confirmed by the relevant Programme Leader or Programme Area Leader. The Registry and Programme Support Office reserves 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 before the start of the next academic year through the Module Choice portal, but only if there are sufficient places available and the timetable permits. The Registry and

Programme Support Office 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 the Registry and Programme Support Office accordingly.

2.9 Changing Modules

1. Module changes, after the start of the academic year or the start date of the Semester when the module is taught, will need to be discussed with the Programme Leader or Programme Area Leader who will email the request to Registry with their authority for the change. Late module transfers will only be considered before any assessment submissions are required and cannot constitute grounds for an extenuating circumstance claim.

2. Students wishing to change modules within fifteen working days of the start of the academic year, or before the start of Semester B/C, 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. This timeframe can be adjusted in specific circumstances, subject to the affected students being informed in advance.

3. Late changes will only be accepted in exceptional circumstances, 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 - no student may therefore 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.

4. External or internal students applying to enter directly into Years 2 and 3 will be sent details of optional modules where appropriate for their course by the Programme Leader or Programme Area Leader in advance of their registration. The student must complete the Module Choice Form available from MyMarjon. The Registry and Programme Support Office will consult with the Programme Leader or Programme Area Leader for approval.

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 normally 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 will not be included within 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.

Document Title	**Plymouth Marjon University Student Regulations Framework – Section 2 Registering and Making Changes**
Document Reference	L:\Student Regulations Framework\Student Regulations Framework 2025-26
Version	3.12
Issuing Authority	Senate
Custodian	Academic Standards Officer
Document Date	16th October 2009
Last Amended	21st May 2025
Sensitivity	Unclassified
Circulation	Website, paper copies
Effective from	September 2025
Review Date	Ongoing
Effective until	September 2026
History	Updated annually and subject to routine ongoing revision.
Equality Impact Assessment	Preliminary EIA conducted for SRF, December 2010. Updated Equality Analysis Form to be submitted.