



Cambridge Muslim College Period of Registration Policy

1. Purpose

This policy sets out the procedures relevant to the period of student registration, with the aim of ensuring consistent and fair treatment for all.

2. Scope

This policy applies to students on the College's BA (Hons) programme and to staff responsible for the administration of student registration.

3. Principles

- 3.1. The period of registration will commence on the date the student registers on the programme. For most students, this will be the first day of Induction Week (term 1, year 1). Exceptionally a student may start after the first day of Induction Week, and their period of registration will be assumed to have commenced on their first day at the College.
- 3.2. The minimum and maximum periods within which a student will be expected to complete the programme of study and associated assessment, including the time period for any resit assessments, are:
 - 3.2.1. the minimum period is three (3) years
 - 3.2.2. the maximum period is five (5) years.
- 3.3. A student will remain registered for the maximum period of the programme or until they have achieved the qualification, or the registration has been terminated, whichever comes first.
- 3.4. The period of registration may be extended if:
 - 3.4.1. the student has had repeat a part of their course of study
 - 3.4.2. the student has been unable to study or complete a year of study due to extenuating circumstances
 - 3.4.3. the student has been given permission to take a study break.

- 3.5. A student's registration may be terminated if the student:
 - 3.5.1. has committed a serious disciplinary offence or has been deemed as unfit to study
 - 3.5.2. exhausted all opportunities to remedy failure or has made insufficient progress through their course of study at the required stage
 - 3.5.3. formally notified the College that they wish to discontinue their programme
 - 3.5.4. failed to comply with their financial commitment to the College.
- 3.6. A student may apply, or be required, to take a study break for a maximum period of twelve consecutive months under the agreed procedure for extenuating circumstances.
- 3.7. All cases of extensions or terminations of registration are reported to the Academic Advisory Board, to allow an institution-wide overview.

4. References

- QAA UK Quality Code for Higher Education, Chapter B2
- Assessment Policy
- Extenuating Circumstances Policy
- Student Disciplinary Policy

5. Responsibility

The BA Programme manager is responsible for the review and implementation of this policy.

REVISION HISTORY

Revision Number	Effective Date	Description of Change
00	March 2017	New policy
01	26 April 2018	1. Formatting change 2. Policy number assignment