

CHAPTER 2 - REGISTRATION AND ATTENDANCE

Contents

Enrolment	2
Minimum and Maximum Periods of Registration and Interruption of Study	3
Concurrent Registration	5
Transfer of Registration	6
Students' Union Elected Officers.....	6
Attendance	6

CHAPTER 2: REGISTRATION AND ATTENDANCE

This section outlines the enrolment, registration and attendance requirements of students enrolled on a programme. It includes information on minimum and maximum periods of registration; the parameters for interrupting study; and the conditions under which concurrent registration, transfer of registration or registration for the same award are allowed. This section includes information on attendance and engagement and participating in recreational activities on Wednesday afternoons. It also includes information on the Associateship of King's College (AKC) award.

Enrolment

- 2.1. Students must complete online enrolment and ID verification within two weeks of the official start date of the programme or module. Enrolment or registration beyond this deadline is at the discretion of the University. Failure to enrol may result in loss of a deposit and withdrawal of the place on the programme.
- 2.2. All students are required to re-enrol annually, except those on King's Digital Category A and Category B (old) programmes and other distance learning programmes and short courses where enrolment deadlines are specified in the relevant [Student Terms and Conditions](#). For credit bearing Massive Open Online Courses (MOOCs), initial registration must take place within two days of the official start date and in subsequent years, registration takes place at modular level.
- 2.3. Failure to re-enrol will affect access to Library Services, teaching materials via KEATS, online facilities, and receipt of funding.
- 2.4. Enrolment includes fulfilling academic requirements relating to the programme of study and clearance of financial debts to the University.
- 2.5. The primary email address for all registered students is the King's College London email address issued at enrolment. Students are responsible for:
 - a. regularly checking their King's College London email account, and
 - b. keeping the University informed of their current home and term-time address while they remain members of the University (this includes Bachelor of Medicine and Bachelor of Surgery (MB BS) graduates undertaking Foundation Year One training).
- 2.6. All correspondence sent to students by the University using the contact details on their record will be considered to have been received by the student concerned, unless proof of non-delivery is subsequently provided.

Postgraduate Research Student Enrolment

- 2.7. Additional enrolment conditions may apply for students on postgraduate research programmes. Further information on mode of study, research hours and annual leave can be found in **Chapter 6: Framework for Postgraduate Research Awards**.

Minimum and Maximum Periods of Registration and Interruption of Study

- 2.8. Students must adhere to the minimum and maximum periods of registration for their programme¹. All periods of registration must be continuous unless an interruption has been approved. The calculations for the maximum periods of registration for awards are outlined below.
- 2.9. Periods of interruption are included in the maximum period of registration for a programme. A faculty may grant a student an interruption to a programme of study on grounds of illness or other adequate cause, providing that any single period of interruption does not exceed two years and that the total duration of the student's registration on the programme, including any interruption, does not exceed the maximum period specified for the award. For further information, see the [Interruption of Study Policy and Procedure](#).
- 2.10. For King's Digital Category A and Category B (old) programmes there are six periods of teaching per year. Students can take a break in their study for up to three consecutive periods without this being considered an interruption, though they remain subject to the maximum period of registration. A break of study does not exempt students from sitting a reassessment whereas an interruption of study does.

First Degrees and all Masters programmes

- 2.11. The maximum period of registration for all first degrees (3-year undergraduate and 4-year integrated masters awards) and masters programmes is calculated as the typical programme length plus a further three years. The following conditions apply:
- a. Programmes with PSRB requirements may have shorter maximum periods of registration. In such instances, this will be detailed in the relevant programme specification.
 - b. Where a student opts to take a voluntary study abroad year or year in industry in addition to their programme, the maximum period of registration for the programme will not be extended.
 - c. Where a student opts to take an intercalated programme, the maximum period of registration for their main programme will not be extended.

Students who move from a full-time mode to part-time mode must complete the programme in the University overall maximum (see regulations 2.14-2.16).

¹ For students enrolled on programmes in the 2025-26 academic year, the regulations on minimum and maximum periods of registration take precedence over information included in the respective programme specifications. The only exception to this is where a Professional, Statutory or Regulatory Body (PSRB) mandates a different maximum period of registration (for example, more stringent requirements compared to the University regulations). In these instances, the PSRB mandated requirement takes precedence.

Award	Typical Length of full-time Study	Maximum Period of Registration (programme length + 3 years)
First Degrees – L6 undergraduate award	3 years	6 years
First Degrees – L6 undergraduate award with a compulsory year abroad/placement year	4 years	7 years
First Degrees – L7 integrated masters award	4 years	7 years
First Degrees – L7 integrated masters with a compulsory year abroad/placement year	5 years	8 years
Master’s Degree	1 or 2 years (2-4 years part-time)	4 or 5 years (5-7 years part-time)
MClinDent	2 years (4 years part-time)	5 years (7 years part-time)
MNurs	2 years	5 years
DClinDent	3 years	6 years
PSRB programmes may have more stringent requirements. See relevant programme specifications for details		

Other Taught Awards

- 2.12. The maximum period of registration for all other taught awards is twice the typical programme length. The following conditions apply:
- Programmes with PSRB requirements may have shorter maximum periods of registration. In such instances, this will be detailed in programme specifications.
 - Awards that have a typical programme length of less than one year will have a maximum period of registration of two years.

Award	Typical Length of Study (FT)	Maximum Period of Registration	Typical Length of Study (PT)	Maximum Period of Registration
Foundation Certificate	1 year	2 years	N/A	N/A
Undergraduate Diploma	2 years	4 years	4 years	8 years
Foundation Degree	2 years	4 years	3 or 4 years	6 or 8 years
Graduate Certificate	4 months	2 years	8 months	2 years
Graduate Diploma	8 months	2 years	16 months	32 months
Postgraduate Certificate	4 months	2 years	6 months	2 years
Postgraduate Diploma	8 months	2 years	16 months	32 months

- 2.13. Where a student has exceptional circumstances, the faculty assessment board may extend the maximum period of registration for the programme by up to two years providing it is within the overall University maximum period of registration (see regulation 2.14). This is providing that appropriate mitigations and support have been implemented and the student remains able to complete the programme in the extended timeframe. Staff should refer to guidance on Insufficient Academic Progress². The decision to extend must be recorded in the faculty assessment board minutes. For an extension beyond an additional two years, [an exemption request](#) must be submitted to the Academic Regulations, Quality & Standards team.

Overall University Maximum Period of Registration for Taught Awards

- 2.14. The University overall maximum period of registration for students on taught awards is 8 years and includes any periods of interruption. This is a continuous period even if a student transfers from one King’s programme to another. For students transferring onto a King’s programme beyond the usual start point from another HEI, regulation 1.21 applies.
Exception to regulation 2.14: the University overall maximum period of registration for students on the Extended MB BS programme is 9 years including any periods of interruption.
- 2.15. In no instance can this overall maximum be exceeded without an exemption. A faculty or department may submit an exemption request to extend the overall University maximum period of registration to the Academic Regulations, Quality & Standards team. However, approval of an exemption is not guaranteed. Consideration will include the student’s progress to date and evidence that appropriate mitigations and support have been implemented.

Research Awards

- 2.16. The overall maximum period for research programmes is 10 years. Specific award requirements are as follows:

Award	Typical Length of Study (FT)	Maximum Period of Registration	Typical Length of Study (PT)	Maximum Period of Registration
PhD/MPhil/MPhil(Stud)/MD(Res)	2 years	7 years	4 years	10 years
Professional Doctorates	3 years	7 years	6 years	10 years

Registration

Concurrent Registration

- 2.17. Students may not be registered concurrently for more than one award within the higher education setting unless dual registration has been permitted as outlined in regulations 2.18 – 2.21.

² A procedure on Insufficient Academic Progress is currently being developed and will be made available during 2025/26 following approval.

- 2.18. For students who have completed active study and are awaiting results only, an overlap period of registration, normally no longer than three months, is permissible.
- 2.19. Concurrent registration may be permitted for programmes offered with a collaborative partner.
- 2.20. Concurrent registration may be permitted for students intercalating from an MB BS or Bachelor of Dental Surgery (BDS) programme to take a bachelor's, master's or doctorate, if approved by the Dean of Medical Education (MB BS) or Dean of Education (BDS).
- 2.21. Concurrent registration may be permitted for students on a PhD or MD programme to take a PGCert.

Transfer of Registration

- 2.22. Students may transfer registration within the University or to another institution with the agreement of the faculties or institutions involved and under the following conditions:
 - a. there are good academic grounds in support of the transfer or other good cause; and
 - b. they have not already been awarded on the programme for which they were originally registered.
- 2.23. Students may transfer registration within the University providing that:
 - a. the procedures for enrolment are met,
 - b. modules previously taken are not reattempted, and
 - c. modules with substantially overlapping content are not taken. This includes where they have achieved a pass mark, a fail mark or been awarded credit due to meeting condonement or compensation rules or the module is incomplete. The normal reassessment regulations relating to number of attempts apply.
- 2.24. A student may not enrol on a module that they have already taken, and either been awarded credit for the module or are in receipt of a fail mark after exhausting all reassessment opportunities. Students may not enrol on modules that are deemed to have substantially overlapping content.

Students' Union Elected Officers

- 2.25. Members of the Students' Union holding elected office may be granted student status by the Vice-Chancellor.

Attendance

- 2.26. Students must comply with the [Student Engagement & Attendance Monitoring Policy](#).
 - 2.27. If students are absent from the University through illness, a medical certificate may be required. Students who are absent from an examination or unable to meet an assessment
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deadline due to illness or other good cause must comply with the [Mitigating Circumstances Policy and Procedure](#). Absence through illness, for students following a programme of study leading to a professional qualification, must also be reported immediately to the appropriate supervisor. If the illness is prolonged or infectious, a certificate of fitness to return should be submitted before the student's return to the University.

- 2.28. After 1pm on Wednesday afternoons during term time, undergraduate students should be free to participate in recreational activities and attendance will not be required at scheduled teaching and learning activities unless an exemption has been approved.
- 2.29. Wednesday afternoons should be kept free as far as is possible for postgraduate taught students. If teaching and learning activities are scheduled on Wednesday afternoons, wherever possible, these activities should offer equal alternative provision at other times in the week e.g. seminar groups. For students who wish to participate in extra-curricular activities scheduled on Wednesday afternoons, such as, British Universities and Colleges Sport (BUCS) competitions, students should discuss alternative arrangements with their faculty or department to allow them to participate whilst not impacting their academic progress.
- 2.30. Between noon and 1pm on Mondays during semesters one and two no lectures or other classes at which attendance is obligatory will normally be held to allow students to attend the Associateship of King's College (AKC) lectures.

Policies and Procedures

[Terms and Conditions for Students](#)

[Fee Payment Terms & Conditions](#)

[Student Engagement & Attendance Monitoring Policy](#)

[Interruption of Study Policy and Procedure](#)

[Student Fee FAQs](#)

Useful Links

[Visa and International Student Advice](#)

[Programme Specifications](#)

[Collaborative Provision](#)

[Module Registration](#)

[Associate of King's College London](#)

[Glossary](#)
