

## CHAPTER 2: REGISTRATION AND ATTENDANCE

### Contents

Enrolment .....	2
Minimum and Maximum Periods and Interruption of Study .....	2
Concurrent Registration.....	4
Transfer of Registration and Registration for the same Qualification.....	4
Attendance.....	5

## 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 study; 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 a Wednesday afternoon. 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.
- 2.2. All students are required to re-enrol annually, except those on King's Digital Category A and B Programmes and other distance learning programmes and short courses where enrolment deadlines are specified in the relevant [Students Terms and Conditions](#). For credit bearing Massive Open Online Courses (MOOCs). For these programmes, 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 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 and Interruption of Study**

- 2.8. All periods of study must be continuous unless an interruption has been approved and students must adhere to the requirements of minimum and maximum periods of study. For King's Digital Category A and B Programmes, students should refer to regulation 2.12.

- 2.9. The minimum and maximum periods of study are set out below. The maximum periods of study include periods of interruption. For awards not covered in the table, the maximum period of study is detailed in the programme specification. If there are exceptional circumstances, Assessment Boards can extend the maximum period of registration allowed under the student's programme specifications by up to 2 years without the need for an exemption, providing the maximum period does not exceed the University's overall maximum of 10 years. Decisions must be recorded in the assessment board minutes.

<b>Programme type</b>	<b>Minimum period of study</b>	<b>Maximum period of study</b>
Foundation Certificate	1 year full-time	2 years full-time
Undergraduate Diploma	2 years full-time 4 years part-time 18 months part-time (for students entering with advanced standing of 120 credits)	6 years full- and part-time
Foundation Degree	2 years full-time 3 or 4 years part-time	6 years full- and part-time
First Degrees (undergraduate degrees at level 6 and integrated master's degrees at level 7) For MB BS, BDS and MPharm see relevant programme specifications for details	3 years full-time 4 years full-time (MSci) 6-8 years part-time (precise length to be stipulated in the programme specification)	As stipulated in the individual programme specification but in no case to exceed 10 years
Graduate Certificate	4 months full-time 8 months part-time	3 years full- and part-time
Graduate Diploma	8 months full-time 16 months part-time	4 years full- and part-time
Postgraduate Certificate	4 months full-time 6 months part-time	3 years full- and part-time
Postgraduate Diploma	8 months full-time 16 months part-time	4 years full- and part-time
Master's Degree	12-24 months full- time 24-48 months part-time (precise length to be stipulated in the programme specification)	6 years full- and part-time
MClinDent	24 months full-time 48 months part-time	8 years full- and part-time
MNurs	24 months full-time	6 years full-time
DClinDent	36 months full-time	7 years full-time
PhD/MPhil/MPhil(Stud)/MD(Res)	24 months full-time 48 months part-time	7 years full-time 10 years part-time
Professional Doctorates	36 months full-time 72 months part-time	7 years full-time 10 years part-time

- 2.10. A faculty may grant a student an interruption to a programme of study on grounds of illness or other adequate cause, provided that any single period of interruption does not exceed two years and that the total duration of the student's programme of study, including any interruption, does not exceed the maximum period specified for the award. See regulation 2.9 on discretion to extend a programme's maximum period of registration. For further information please also see the [Interruption of Study Policy and Procedure](#).
- 2.11. In no instance can the maximum period of study exceed ten years.
- 2.12. For King's Digital Category A and B Programmes there are six periods of teaching per year. Students can take a break for up to three consecutive periods without this being considered an interruption, though they remain subject to the maximum period of study. A break of study does not exempt students from sitting a reassessment whereas an interruption of study does.
- 2.13. Credit bearing Massive Open Online Courses will have two advertised periods of teaching every year.

## **Registration**

### *Concurrent Registration*

- 2.14. 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 2.15 – 2.18.
- 2.15. 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.
- 2.16. Concurrent registration may be permitted for programmes offered with a collaborative partner.
- 2.17. Concurrent registration may be permitted for students intercalating from an MB BS or BDS programme to take a master's or doctorate, if approved by the Dean of Medical Education (MB BS) or Dean of Education (BDS).
- 2.18. Concurrent registration may be permitted for students on a PhD or MD programme to take a PGCert.

### *Transfer of Registration and Registration for the same Qualification*

- 2.19. 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.
- 2.20. Where a student has enrolled on a programme and been awarded (including an exit award or where credit has been awarded for one or more modules), or has been deemed an academic fail, the student may not register for the same qualification in the same subject, but they may register for the same qualification in a different subject provided 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.
- 2.21. Students who transfer registration within the University or who register for the same qualification in a different subject may not take modules with substantially overlapping content in which they have:
- a. achieved a pass mark,
  - b. achieved a fail mark, or
  - c. been awarded credit due to meeting condonement or compensation rules.

The normal reassessment regulations relating to number of attempts apply.

- 2.22. 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*

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

**Attendance**

- 2.24. Students must comply with the [Student Engagement & Attendance Monitoring Policy](#)
- 2.25. Students must attend lectures, classes and tutorials, and departmental examinations to the satisfaction of the faculty. 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 deadline due to illness or other good cause must comply with the [Mitigating Circumstances 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.
- 2.26. On Wednesday afternoons after 1pm during term time, students should be free to participate in recreational activities and attendance should not normally be required at lectures, classes or practicals.  
*Exception to Regulation 2.26: Diabetes: Clinical Care and Management (MSc) are permitted to teach on Wednesday afternoons as needed.*
- 2.27. 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](#)