

REGISTRATION POLICY: POSTGRADUATE

REGISTRATION, WITHDRAWAL, REPEAT, AND AUDIT

Registration

1. Postgraduate students are normally registered for courses by their Programme Convenor/Director at the start of each semester.
2. Registration for elective courses is agreed between the student and the Programme Convenor/Director.
3. Course substitutions and exemptions are not normally permitted at the postgraduate level.

Withdrawing from a Course

4. Postgraduates may withdraw from a course by sending Registry Services a completed course withdrawal form, signed by their Programme Convenor/Director. This can be done after Week 1 and until the last day to withdraw, subject to compliance with relevant immigration and/or scholarship requirements. For sponsored visa students, this could affect eligibility for the Graduate Route Visa and programme end date. Students may need to apply for a new visa and would need to be in receipt of this before registering for a final semester.
5. Postgraduates who withdraw from a course may not be able to repeat it until the following academic year, and the university does not guarantee that optional/elective courses will be repeated. If a student is approved to take a Leave of Absence for this reason, this will result in student visa curtailment. The student would then need to apply for a new visa to continue their studies.
6. Postgraduates enrolled in an Internship are not normally permitted to officially withdraw. A student who terminates their Internship without good cause before the end of the placement, will receive a failing grade.
7. Students cannot withdraw from courses in which they have received a failing grade because of academic misconduct. They may replace the failing grade in the GPA calculation by repeating the course.

Repeating a Course

8. Any repeats of courses in the taught elements of postgraduate programmes are subject to availability (course scheduling, course cycling, and options offered).

9. Any postgraduate student who has received a grade lower than C (2.0) on a course, may repeat it in any subsequent semester (subject to availability and within the “time to completion” requirement (see Repeating a Course Policy). The failing grade will remain on the student’s official academic transcript even if the course is subsequently repeated and passed. If the course is repeated and passed, the subsequent passing grade will be recorded on the transcript and only this new grade will be used in calculating the cumulative GPA.
10. If a student repeats a course previously failed, but the student withdraws from the repeat, the grade assigned will not replace the original failing grade. The failing grade will continue to be calculated in the student’s GPA.
11. **Special Note:** Repeating a course may have implications for scholarship support, including US financial aid. Students petitioning to repeat a course who are receiving a scholarship or financial aid should seek advice from the Finance Office.
12. **Special Note:** Repeating a course may have implications for visas and eligibility for the Graduate Route visa. If this delays the end date of a programme then students may need to apply for a new student visa.
13. A failed course may not be repeated more than twice.

Auditing a Course

14. Postgraduate students are not normally permitted to audit other Level 7 classes but may seek permission to audit undergraduate classes from the Postgraduate Convenor/Director, if, for instance, they require more background in each area.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removal of "F" grade and replaced with "failing grade." Minor edits.		
003	Job title updates	August 2022	01 Sept 2022
004	Updated minimum grade to 2.000 (C)	June 2023	Sept 2023
005	Visa implications added	June 2024	01 Sept 2024
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	