

Concurrent Registration: 2012-13

Policy and guidance on concurrent registration

Pre-amble:

This document sets out the Department's policy on concurrent registration together with guidance for students and staff on the application of the policy.

The purpose of the policy is to seek to avoid circumstances arising where a student's academic study suffers as a result of their being concurrently registered on more than one course, in particular where both courses are under the aegis of the Department.

Policy:

- (a) **Applicants for all courses are required to declare whether they are already registered, or intend to register, for another course with the Department or elsewhere, which would run concurrently with the course being applied for.**
- (b) **Concurrent registration will only be permitted where those responsible for decisions on admission are satisfied that it will not adversely affect the student's ability to study for either award. If they are not so satisfied, the application will be rejected.**
- (c) **Where an application is accepted despite concurrent registration for another award, or where a student subsequently enrolls on a another course, academic or other commitments associated with the other course will not normally be accepted as grounds for granting an extension, intermission or suspension.**

Guidance:

1. The Department will make every effort to ensure that course publicity material and information given at interview provides applicants with a realistic understanding of the commitment, in terms of time and effort, including private study, which would be required of them in undertaking a part-time accredited or award-bearing course in the Department.
2. When making an application that involves concurrent registration, the student will seek an opinion from the director of the other accredited or award-bearing course concerned (whether this course is within the Department or elsewhere) on the academic advisability of permitting concurrent registration.

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