

## **Registering Students on Modules – Administrative Guide**

When registering your students on their modules you must check the following:

### **UNDERGRADUATE**

#### **Exemptions**

All exemptions must be provided on the New Student Details spreadsheet so that pre-requisites can be checked when registering modules.

#### **Pre-requisites**

Some level 2 and 3 modules require a pre-requisite. These are indicated in the module specifications. A pre-requisite must be passed before the module can be registered.

#### **Pre-cursor**

Some modules require a pre-cursor. These are indicated in the module specifications. A pre-cursor must be previously studied or passed before the module can be registered.

#### **Number of Modules per Academic Year**

The recommended number of modules to register in any one academic year is 6. The maximum number that can be registered under special circumstances is 7.

#### **Level 3**

A student can only be registered for a Level 3 module if they have passed 120 credits (6 modules) at level 1.

#### **Failed at 4<sup>th</sup> and Final Attempt**

If a student has failed a module at 4<sup>th</sup> attempt they cannot be registered for any more modules on their programme, even if they are waiting to take a resit in another module.

### **MASTERS**

#### **Number of Credits per Semester**

A student can only be registered for up to 60 credits per semester.

#### **Dissertations**

A student cannot be registered for their dissertation unless they have passed four masters modules.

Exception – A student can register for their dissertation if they have attempted all modules, achieved 90 credits and are awaiting a resit/retake in 1 module.