



Ruskin College Oxford

REGISTRATION AND ENROLMENT POLICY

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Responsibility for Review: SLT

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REGISTRATION AND ENROLMENT POLICY

1.1 A student who is admitted for study on a programme leading to an OU validated award must be registered for that programme with the partner institution.

Period of Registration for Open University Awards

1.2 The maximum and minimum periods within which a student will be expected to complete the programme of study and associated assessment, including any resits are outlined below.

Completion time

1.3 Should a student break their studies for one of the reasons outlined at section 5 below, they will remain registered with the Open University for three years beyond the expected duration of the validated award. This applies to both full-time and part-time students. For details see table below:

Programme	Full-time (years)		Part-time (years)	
	Minimum	Maximum	Minimum	Maximum
Single Level programmes Eg CertHE (Level 4) and MA (Level 7)	1	4	2	5
Double Level programmes Eg Foundation Degrees (Levels 4 and 5) and Honours degrees (Levels 5 and 6)	2	5	3	6
			4	7
Triple Level programmes Eg BA (Hons) degrees (Levels 4, 5 and 6)	3	6	4	7
			6	9

Interruption of studies

1.4 A student may apply for, or be required, to take a study break for a maximum period of twelve consecutive months under the agreed procedure for reasons of ill health or other extenuating circumstances. This may be extended in exceptional circumstances as agreed between The Open University and the College.