

MASTERS REGISTRATION POLICY IN THE LIGHT OF COVID-19

This policy covers the registration of masters students in the light of the impact of COVID-19 on the educational activities of the College.

1. In approaching the discussion about the delivery of assessment this year the following key factors have been considered:
 - (a) The need to ensure the wellbeing of our students;
 - (b) The desire to mitigate the impact of COVID-19 on progression and award;
 - (c) The need to maintain the quality of our degree provision in order to maintain our graduates' employability and ability to qualify for further study;
 - (d) The need to ensure that our students can demonstrate all programme level learning outcomes;
 - (e) The need to comply with the standards set by regulatory bodies, such as the professional bodies that recognise our degrees, and the Office for Students.
2. Wherever possible, the College will ensure that masters students can graduate within the timeframe of registration period for their programmes.
3. Where a masters programme can meet the learning outcomes and be delivered by remote means, students will graduate in the normal timeframe and the programme will attract normal fees.
4. Where a masters programme can meet the learning outcomes and be delivered by remote means, but students do not want to take the remote option, they can apply, by exception, to be considered for the options under 5 below. This requires Departmental approval.
5. Where a masters programme cannot meet the learning outcomes or be delivered by remote means, only one of the following options can apply, depending on the programme:
 - (a) The College will extend the registration period for these students until on campus and on-site activities can recommence. The length of the extension will be determined by the Department at programme level. There will be no additional fee for this option;
 - (b) If students do not wish to remain registered and wait for the return to on campus and on site activities, they can ask to be considered for an exit award, such as a PG Diploma or PG Certificate, and the College will consider whether students have met the requirements for these programmes, both in term of the curriculum, the marks of the students and the scheme of award, if the award exists. In this case, a recalculation of the fee will be made and refunds paid, where applicable;
 - (c) If the programme cannot be extended, students will be required to take an interruption. Students are expected to return at the same point in the following academic year. If this option is taken, the fees will be held and contribute to the fee payments on re-enrolment;
 - (d) If students wish to take an interruption in the case where the learning outcomes can be met by remote means or an extension is possible, this can be considered, but this option is not recommended, because of the implications for visas and funding. Interruptions require College approval. Students are expected to return at the same point in the following academic year. If this option is taken, the fees will be held and contribute to the fee payments on re-enrolment.

6. Some students will seek an interruption of studies for reasons other than the changes to programme delivery in response to COVID-19 and these will be handled as per the standard procedure. Some students will need to seek an interruption of studies due to a requirement to return to work or take up work relating to COVID-19. These should be approved and handled as per the standard procedure.