

Introduction to Part-Time Undergraduate Degree Programmes

St Mary's University College offers opportunities to study part-time for a range of undergraduate degrees. Further information about the University College and individual degree programmes can be obtained from St Mary's undergraduate prospectus, together with our website at www.smuc.ac.uk and from Programme Directors.

The Modular Structure

All of the University College's undergraduate degrees are modular, that is to say they are composed of units called modules. These modules are self contained and are generally assessed (by examination or otherwise) at the end of the semester in which they are taught. There are two 15 week semesters each academic year, one beginning in September and the other in January.

Each module is assigned a credit value (eg 15 credits), which gives an indication of the total number of hours of work eg a 15 credit module represents around 150 hours of work in a semester. For undergraduate programmes roughly one third of these hours will be contact time (seminars, lectures etc), although this will vary between subjects, and the remaining two thirds represents an estimate of the amount of private study (essay writing, seminar preparation work, reading etc) it will be necessary to complete for the module.

In addition to the credit value, modules are assigned a level corresponding to the year and level of the programme. Successful completion of a module earns a student the designated number of credits at the designated level. Students require 360 credits (120 at each of the three levels) to obtain a degree, with the marks obtained at levels two and three contributing to the final degree classification.

Part-time undergraduate students usually register for 30 credits worth of modules each semester (60 credits per year), so that they can graduate in six years. Part-time students can, however, register for only one module per semester should they choose, as long as they complete their entire programme within 14 semesters (7 years).

Registering as a Part-Time Student

The University College operates an open access policy for its part-time undergraduate programmes. However, prospective students are advised to discuss their applications with the relevant Programme Director.

If you have recently studied for A levels, GNVQs or other formal qualifications, including access courses, then you will be prepared for degree level study. If you are returning to formal study

after some time away, you may well be out of practice and will need to give yourself time for adjustment. Many of the skills needed will be available to you in level one modules designed specifically to teach study skills. We hope you will find the university college environment supportive and will be able to quickly gain confidence.

Maximum Credit Registration as a Part-Time Student

As a part-time student you may take modules up to the value of 80 credits in any two consecutive semesters. If you wish to take any more than this you must register as a full-time student.

Taking Credits from St Mary's University College to Another Institution

Most other institutions will take account of the credits achieved at the University College if they have comparable programmes. This is, however, always the decision of the institution to which you are transferring.

The Counting of Modules Taken at Another Higher Education Institution Towards the Requirements for an Award at St Mary's University College

Most modules taken at another institution can be considered if they are in comparable areas. You will need to provide the University College with as much information as possible about what you have done in the form of a transcript and module outlines. St Mary's will then formally consider your previous credit at the University College Credit Transfer and Exemption Committee and take into account the recommendations of the relevant Programme Director. For further information, please contact the Deputy Registrar, Matthew Taylor, on 020 8240 4349 or deputyregistrar@smuc.ac.uk

Dyslexia and Disability

Candidates with additional needs are advised to get in touch with the Dyslexia and Disability Coordinator, Pat Culshaw, on 020 8240 4353 or culshawp@smuc.ac.uk and to visit St Mary's before making a formal application.

Fees and Finances

Details of the current fees for part-time programmes, together with methods of payment (instalment plans, etc) can be obtained from the Finance Officer on 020 8240 4035 or feesoffice@smuc.ac.uk

For details of student loans and any other bursaries which may currently be available for part-time students, please contact the Student Funding Officer, Lynne Fardon, on 020 8240 4048 or fardonl@smuc.ac.uk

Further Information

Please contact St Mary's University College Undergraduate Admissions on 020 8240 4138.