

## Notes for Completion of Part-Time Application Form

### Section 2: Type of Study

We offer three types of part-time study:

1. If you wish to register for a full degree programme at this stage, you should apply for **regular** part-time study. You will be awarded credits for modules successfully completed and these will count towards a degree at St Mary's. Please note that the following time limits normally apply to the completion of each level of a BA or BSc degree programme.

Level 1 – (corresponding to the 1<sup>st</sup> year of a full-time programme):  
4 consecutive semesters.

Level 2 – (corresponding to the 2<sup>nd</sup> year of a full-time programme):  
5 consecutive semesters.

Level 3 – (corresponding to the 3<sup>rd</sup> year of a full-time programme):  
5 consecutive semesters

This means that you would normally be expected to complete the whole degree within seven years of your initial registration.

2. If you wish to register for an individual module or group of modules, without intending to read for a degree programme, you should apply as an associated student. You will be entitled to claim credit for modules successfully completed, which could, at a later date, count towards a degree programme. However, this may involve a process of credit transfer and exemption (see Section 4 below) and you should note the normal time limits on completion of a degree shown above.
3. If you wish to attend lectures and tutorials, without having any work marked, or entering for any assessments, you should apply as an auditing student. This will **not** entitle you to any credits at the end of the module.

### Section 3: Details of Study

**Regular** students should indicate the degree programme for which they wish to register, the subject(s) they intend to take, and the modules they wish to follow (if known at this stage).

**Associate and auditing** students should indicate the subject(s) they intend to take and the modules they wish to follow (if known).

## **Section 4: Credit Transfer and Exemption**

If you wish to apply for credit transfer and exemption on the basis of study completed elsewhere, please send details of your qualifications and/or experience to the Deputy Registrar. He will be able to offer further advice if necessary.

## **Sections 6 and 7: Academic Qualifications Gained or Pending**

Please indicate whether you gained your qualifications in the UK or overseas. This information is needed by the University College for statistical purposes.

## **Section 10: Data Protection Policy**

The University College collects information about all our staff and students for the purposes of administration, statutory reporting requirements and for health and safety reasons.

The University College cannot operate effectively without processing the information about you which you provide on your registration form or which you may provide whilst you are a student. Under the 1998 Data Protection Act we need your consent to process it. A statement is therefore included on the form enabling you to give your consent. If you do not sign it we will be unable to offer you a place on the course/programme.

Your signature on the registration form indicates that you agree to St Mary's University College processing personal data contained in this form or other data which the University College may obtain from you for others whilst you are a student. You agree to the processing of such data for any purpose connected with your studies or your health and safety whilst on the premises or for any other legitimate reason.

March 2007