The University has Regulations, or rules, which set out what students must do in order to gain a degree.

Full-time students are normally expected to spend one academic year (or two half-sessions) in each programme year. This means that a non-honours degree can be completed in three academic years (six half-sessions) and an honours degree in four or five (eight or ten half-sessions).

Part-time students are normally expected to spend two academic years (or four half-sessions) in each programme year. This means that a non-honours degree can be completed in six academic years (twelve half-sessions) and an honours degree in eight or ten (sixteen or twenty half-sessions).

Full-time students are normally expected to achieve 120 credit points each academic year. Part-time students are normally expected to achieve 60 credit points each academic year.

**Regulations for Progression**

General Regulation 16.1 sets out the number of credit points undergraduate students must earn to be able to progress from one programme year to the next.

**What does General Regulation 16.1 mean?**

*General Regulation 16.1* can be explained as follows:-

**Progress from Programme Year 1 to 2**

- **Full-time Students** - after two half-sessions (or one full/academic year) in programme year 1 full-time students MUST have at least 90 credit points to be able to progress into programme year 2 (Engineering students must have 105 for BEng or 120 for MEng).

- **Part-time Students** - after four half-sessions in programme year 1 part-time students MUST have at least 90 credit points to be able to progress into programme year 2 (Engineering students must have 105 for BEng or 120 for MEng).

- the 90 credit points can include credits earned whilst studying at Aberdeen University or those that students have gained for previous study at another institution (these are called transferred credit points or recognitions).

**What if you do not have 90 credit points at the end of your year of study?**

- students who do not have 90 credit points will not normally be able to progress into programme year 2 and will not be able to take level 2 courses.

- **Full-time Students** - *General Regulation 16.3* allows full-time students who do not have 90 credit points after one academic year (two half-sessions) of study in programme year 1, to spend up to one further academic year of study in programme year 1.

- **Part-time Students** - *General Regulation 16.3* allows part-time students who do not have 90 credit points after two academic years (four half-sessions) of study in programme year 1, to spend up to two further academic years of study in programme year 1.

- students whose academic performance has been affected by medical problems or personal difficulties during the course of the academic year and who do not have 90 credit points can make a case to the Students’ Progress Committee (SPC) to be allowed to move into programme year 2. Please note that permission to move into programme year 2 with a shortfall of credit points is given only in exceptional circumstances and each case will be considered on its individual merits. The Registry Officers will be able to give students advice on how to apply to the SPC.
Progress from Programme Year 2 to 3

- **Full-time Students** - after two half-sessions (or one full/academic year) in programme year 2 full-time students MUST have at least 210 credit points to be able to progress into programme year 3 of a non-honours or a one year honours School of Medical Sciences degree (Engineering students need 225 credit points). Students wishing to enter junior honours of a 2 year honours degree programme MUST have at least 240 credit points and MUST have passed all the compulsory courses for their chosen degree. Entry to junior honours is subject to the approval of the relevant Head of School.

- **Part-time Students** - after four half-sessions in programme year 2 part-time students MUST have at least 210 credit points to be able to progress into programme year 3 of a non-honours or a one year honours School of Medical Sciences degree (Engineering students need 225 credit points). Students wishing to enter junior honours of a 2 year honours degree programme MUST have at least 240 credit points and MUST have passed all the compulsory courses for their chosen degree. Entry to junior honours is subject to the approval of the relevant Head of School.

- the 210 credit points can include credits earned whilst studying at Aberdeen University or those that students have gained for previous study at another institution (these are called transferred credit points or recognitions).

What if you do not have 210 credit points at the end of your year of study?

- students who do not have 210 credit points will not normally be able to progress into programme year 3 (non-honours) and will not be able to take level 3 courses.

- **Full-time Students** - [General Regulation 16.3](#) allows full-time students who do not have 210 credit points after one academic year (two half-sessions) of study in programme year 2, to spend up to one further academic year of study in programme year 2.

- **Part-time Students** - [General Regulation 16.3](#) allows part-time students who do not have 210 credit points after two academic year (four half-sessions) of study in programme year 2, to spend up to two further academic years of study in programme year 2.

- students whose academic performance has been affected by medical problems or personal difficulties during the course of the academic year and who do not have 210 credit points can make a case to the Students’ Progress Committee (SPC) to be allowed to move into programme year 3 of a non-honours degree only. Please note that permission to move into programme year 3 with a shortfall of credit points is given only in exceptional circumstances and each case will be considered on its individual merits. The Registry Officers will be able to give students advice on how to apply to the SPC.

**Regulations About Termination of Studies**

General Regulation 17.1 sets out the number of credit points undergraduate students must earn to avoid having their studies terminated.

What does General Regulation 17.1 mean?

[General Regulation 17.1](#) applies to students who have spent two academic years (four half-sessions) in a particular programme year. It states that:

**Programme Year 1 students**

- **Full-time Students** - full-time students who have spent 2 academic years or 4 half-sessions in programme year 1 MUST have at least 120 credit points to be able to continue with their studies at the University and progress into programme year 2.

- **Part-time Students** - part-time students who have spent 4 academic years or 8 half-sessions in programme year 1 MUST have at least 120 credit points to be able to continue with their studies at the University and progress into programme year 2.
the 120 credit points can include credits earned whilst studying at Aberdeen University or those that students have gained for previous study at another institution (these are called transferred credit points or recognitions).

What if you do not have 120 credit points at the end of your second year of study in programme year 1?

- students who do not have 120 credit points are not eligible to continue with their degree programme, will not be able progress into programme year 2 and will not be able to take level 2 courses.
- students who do not have 120 credit points can apply to the Students’ Progress Committee (SPC) to be allowed to continue with their studies. Please note that permission to continue with studies is given only in exceptional circumstances and each case will be considered on its individual merits. The Registry Officers will be able to give students advice on how to apply to the SPC.

Programme Year 2 students

- **Full-time Students** - full-time students who have spent 2 academic years or 4 half-sessions in programme year 2 MUST have at least 240 credit points to be able to continue with their studies at the University and progress into programme year 3.
- **Part-time Students** - part-time students who have spent 4 academic years or 8 half-sessions in programme year 1 MUST have at least 240 credit points to be able to continue with their studies at the University and progress into programme year 3.
- the 240 credit points can include credits earned whilst studying at Aberdeen University or those that students have gained for previous study at another institution (these are called transferred credit points or recognitions).

What if you do not have 240 credit points at the end of your second year of study in programme year 2?

- students who do not have 240 credit points are not eligible to continue with their degree programme, will not be able progress into programme year 3 and will not be able to take level 3 courses.
- students who do not have 240 credit points can apply to the Students’ Progress Committee (SPC) to be allowed to continue with their studies. Please note that permission to continue with studies is given only in exceptional circumstances and each case will be considered on its individual merits. The Registry Officers will be able to give students advice on how to apply to the SPC.

Programme Year 3 students

- **Full-time Students** - full-time students who have spent 2 academic years or 4 half-sessions in programme year 3 MUST either have completed the requirements necessary for graduation with a non-Honours degree or met the requirements for admission to an Honours programme to be able to to continue with their studies at the University and progress into programme year 4.
- **Part-time Students** - part-time students who have spent 4 academic years or 8 half-sessions in programme year 3 MUST either have completed the requirements necessary for graduation with a non-Honours degree or met the requirements for admission to an Honours programme to be able to to continue with their studies at the University and progress into programme year 4.
- the 360 credit points can include credits earned whilst studying at Aberdeen University or those that students have gained for previous study at another institution (these are called transferred credit points or recognitions).

NB: Honours students are not normally permitted to repeat a year of study as all honours programmes are of either one or two years’ duration (see General Regulation 20.3).
What if you do not have 360 credit points at the end of your second year of study in programme year 3?

Non-honours students who do not have 360 credit points at the end of their second year in programme year 3 are not eligible to graduate. Students who do not have 360 credit points at the end of their second year in programme year 3 of a School of Medical Sciences programme will not be permitted to continue to Honours. If they have valid class certificates they must take and pass resits in order to gain the 360 credit points necessary for the award of a non-honours degree or in the case of all School of Medical Sciences programmes, securing approval to Honours (programme year 4).

- students who do not have 360 credit points at the end of their second year of study in programme year 3 can apply to the Students’ Progress Committee (SPC) to be allowed to continue with their studies and repeat all or part of programme year 3 (normally with the intention of graduating with the non-honours degree). Please note that permission to repeat programme year 3 is given only in exceptional circumstances and each case will be considered on its individual merits. The Registry Officers will be able to give students advice on how to apply to the SPC.

GENERAL REGULATION 16.1: REQUIREMENTS FOR PROGRESSION

16.1 Studies for each degree are arranged to extend over a number of programme years, each of which for a full-time student normally occupies two half-sessions. Except with the permission of the Senatus Academicus or where Regulation 17.1 applies candidates may not progress:

(a) if they have been required to attend the Summer School for Access, from that to a subsequent programme year unless they have completed the Summer School at a standard deemed to be satisfactory by the Senatus Academicus; or

(b) from programme year 1 to programme year 2 unless they have accumulated, by award or recognition, or been exempted from, at least 90 credit points at level 1 [including those required to enter programme year 2 for the degree programme for which they are currently registered]; or

(c) from programme year 2 to programme year 3 unless they have accumulated, by award or recognition, or been exempted from, at least 210 credit points at levels 1 and 2 [including those required to enter programme year 3 for the degree programme for which they are currently registered]; or

(d) from programme year 2 to programme year 3 of an honours degree unless they have accumulated, by award or recognition, or been exempted from, at least 240 credit points at levels 1 and 2 [including those required to enter programme year 3 for the degree programme for which they are currently registered]; and

(e) from programme year 3 of a non-honours degree to programme year 4 of an Honours degree programme unless they have achieved at least 360 credit points, including all courses required to graduate;

(f) within an Honours programme unless they have accumulated, by award or recognition, or been exempt from, at least 330 credit points by the end of level 3 [including those required to enter programme year 4 for the degree programme for which they are currently registered];

(g) in all cases, unless they have satisfied such further requirements governing progression between programme years as may be prescribed in the Supplementary Regulations governing award of the degree programme for which they are registered.

Exceptionally, the Senatus Academicus may allow candidates to progress with less than the number of credit points stated, if it is satisfied (a) that they would have obtained the necessary credit points to progress save for medical or other good cause; (b) that they are capable of satisfying the progression requirements of the next programme year within two further half-sessions of full-time study or the equivalent.

GENERAL REGULATION 16.3:

16.3 Subject to Regulation 17.1 and the Supplementary Regulations governing award of the degree programme for which they are registered, candidates who do not satisfy the progression requirements in 16.1(b) or (c) may remain registered, on a full-time or a part-time basis, in programme year 1 or 2, as appropriate.
17.1 The Senatus Academicus may require candidates to discontinue attendance on courses:

(1) if, being candidates required to attend the Summer School for Access, they have not completed the Summer School to a standard deemed to be satisfactory by the Senatus Academicus; or

(2) if, being candidates in programme year 1, they have not obtained 120 credit points within four half-sessions of full-time study or the equivalent from their entry to programme year 1 of the degree for which they are currently registered.

(3) if, being candidates in programme year 2, they have not obtained by award or recognition or been exempted from, 240 credit points including at least 60 credit points at level 2 or above, within four years of full-time study or the equivalent from their first entry to programme year 2 of the degree for which they are currently registered.

(4) if, being candidates in programme year 3, they have not completed the requirements necessary for graduation with a non-Honours degree or admission to an Honours programme within four s of full-time study or the equivalent from their first entry to programme year 3 of the degree for which they are currently registered.

For the purpose of this Regulation two half-sessions of part-time study shall be counted as the equivalent of one half-session of full-time study.

REGISTRY OFFICERS

The Registry Officer for your degree can be contacted by using the e-mail address given below or by telephoning 01224 273505 or via the Infohub, which is located on the ground floor of the Hub, Elphinstone Road, Old Aberdeen.

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS AND SOCIAL SCIENCES</td>
<td><a href="mailto:artsregistryofficer@abdn.ac.uk">artsregistryofficer@abdn.ac.uk</a></td>
</tr>
<tr>
<td>DIVINITY</td>
<td><a href="mailto:divinityregistryofficer@abdn.ac.uk">divinityregistryofficer@abdn.ac.uk</a></td>
</tr>
<tr>
<td>EDUCATION</td>
<td><a href="mailto:educationregistryofficer@abdn.ac.uk">educationregistryofficer@abdn.ac.uk</a></td>
</tr>
<tr>
<td>ENGINEERING</td>
<td><a href="mailto:engineeringregistryofficer@abdn.ac.uk">engineeringregistryofficer@abdn.ac.uk</a></td>
</tr>
<tr>
<td>LAW</td>
<td><a href="mailto:lawregistryofficer@abdn.ac.uk">lawregistryofficer@abdn.ac.uk</a></td>
</tr>
<tr>
<td>SCIENCE</td>
<td><a href="mailto:scinceregistryofficer@abdn.ac.uk">scinceregistryofficer@abdn.ac.uk</a></td>
</tr>
</tbody>
</table>