

Section 7: Personal development

POLICY STATEMENT ON NON-CONTRIBUTORY MODULES AND GUEST ATTENDANCE

This policy statement makes clear the distinction between 'non-contributory' participation in modules and 'guest attendance' participation in modules. For the former, the participation in the module is officially recognised (e.g. recorded on a transcript) but the credits associated with the module are not recognised in the determination of the award; for the latter, participation is solely on the basis of attendance 'for interest' and is neither officially recognised (e.g. via the transcript) nor for credit.

Non-contributory modules

Students are not normally permitted to take, and receive credit for, modules which do not contribute to the credits for their programme, subject to the following exceptions:

- (a) postgraduate research students (i.e. students who are registered for an MPhil by Research or a doctorate) may take, and receive credit for, modules which are related to their research. The results for the modules do not contribute to the result for the degree and are certified separately. A fee is not payable for taking such non-contributory modules, except in the case of modules offered on the Institution-Wide Language Programme (IWLP); and
- (b) students may take, and receive credit for, modules which are offered on the Institution-Wide Language Programme (IWLP). The results for the modules do not contribute to the result for the degree, and are certified separately on the Annex to the Diploma Supplement. A fee is payable for non-contributory IWLP modules.

Students who take modules under the provisions (a) or (b) are required to follow the module in full and take the required assessments, and will receive a result achieved (including a record of the credit weight of the module).¹

'Guest attendance' at a module

While students are not normally permitted to take additional modules for credit, a Module Convenor may permit a student to attend lectures as a guest. In considering whether to permit a student to attend lectures as a guest, the Module Convenor should consider, among other factors, whether there is sufficient space for the guest student in the room, whether the guest attendance will have any impact on students who are enrolled on the module, and whether the nature of the teaching on the module makes it suitable for guest attendance. Attending as a guest enables a student to attend lectures, but not to attend classes such as laboratory classes, practical classes, fieldwork sessions, seminars, tutorials, and other classes which are designed primarily for discussion or are linked to assessment.

Guest students may be enrolled on the relevant Blackboard course by enrolling them on the G occurrence² of the module in RISIS. They will then automatically be enrolled overnight onto the Blackboard course with the Student role, and by default will be able to access all elements of the Blackboard course which are visible to students, including assessments. If no G occurrence exists for

¹ Such students should normally be enrolled on an occurrence of the module in RISIS that ensures that their participation is appropriately noted

² Where a student is registered under the G occurrence their attendance will not be noted on the transcript

the module, a request should be sent to the SIS team. The Module Convenor may need to advise the guest student as to which elements they should access. Guest students are not permitted to take module assessments; they will not receive credit for the module. The module will not appear on the student's Diploma Supplement or Annex to the Diploma Supplement, and will not be otherwise certified. There is no fee payable for guest attendance at a module.

In order to ensure equal access to guest attendance at a module, relevant information is included in the Programme Handbook, which also makes clear its limits, in particular that no University credit might be gained through guest attendance and that guest attendance at a module does not enable students to enrol formally on a module after the normal deadline.

Students should note that factors related to guest attendance at a module will not be accepted as grounds for exceptional circumstances.

Version	Keeper	Reviewed	Approved by	Approval date	Effective from
1	AGS	Every year	UBTLSE	11 June 2019	2019/20 academic session
2	AGS	tbc	UBTLSE	3 November 2020	wie
3	AGS	tbc	UBTLSE	3 November 2021	wie
4	AGS	tbc	N/A (revert to pre-pandemic practice for the 2022/23 academic session.		