



ENROLMENT POLICY

Policy Title	ENROLMENT POLICY
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Responsible Executive(s)	Provost Office, Admissions, Registrar

ENROLMENT

Each student at the University shall enrol at the time of initial admission to a degree programme and re-enrol every semester/6 months or academic year/or 12 months during the period in which he/she undertakes the course

To be eligible to enrol every 6/12 months, a student shall have either:

- Compiled with the requirements for student progress prescribed for his/her particular course and have received notification of permission to proceed to the subsequent stage of the course, or
- Received a notification of permission to proceed to re-attend the whole or part of the course for which he/she is enrolled.

A student who enrolls for a course of full-time or part-time study leading to an award of the University or who enrolls for a course offered by the University but leading to an award of another body (*mobility, exchange students, or professionals of professional development programs*), shall be deemed to be an enrolled student of the University and shall receive an enrolment confirmation.

As part of the enrolment procedure a student, including those designated as associate student, e.g. *mobility, exchange students*, shall formally acknowledge that he/she accepts and will abide by the University Regulations.

Enrollment Periods

- The standard enrollment period for a Bachelor of Science is eight (8) academic semesters or four (4) academic years. An academic year consists of two (2) academic semesters in addition to an optional summer session or term.
- The minimum enrolment period for a bachelor's degree is four (4) academic years
- The maximum enrollment period for a Bachelor of Science degree is six (6) academic years

- Summer session or term is not considered an academic semester for the purposes of calculating enrollment periods

Maximum period of enrolment

The maximum period of enrolment shall be defined by the requirements of the award. Any approved deviations from the normal period of enrolment to meet professional or regulatory body requirements shall be specified within Programme/Course Documents.

for Undergraduate

Normally the maximum period from the time of first enrolment for undergraduate awards, including MQF level courses and those of other awarding bodies offered at the University, shall be as follows:

For undergraduate

Degree course - 4-year Full-time duration or part-time up to 6 years

for Graduate

Degree Course - 1,5/2 years FT duration or part-time up to 3 years

The maximum permissible period of enrolment for part-time study shall include any period of time during which the candidate was enrolled as a full-time student at the University. The maximum period of enrolment for a candidate gaining advanced entry to an approved course shall be the same as for other students on the course from that point. In exceptional circumstances, the Academic Council may extend the period of enrolment.

Normally, the maximum period from the time of first enrolment shall be 12 months over and above the normal period of completion, whether the course is taken in full-time or part-time mode.

In exceptional circumstances, the Academic Council may extend the period of enrolment.

Bachelor's Degree Total Degree Credit Hours

Bachelor's degree program—the major or field—is a program of study that normally requires at least 4 semester courses. The degree and major or field appear on the diploma. The Bachelor of Science programs at AUM all require the completion of a minimum of **240 European Credit Transfer System (ECTS)/120 U.S. Carnegie unit credits (US)**/ or approximately 40 courses.

Bachelor's degree Completion Requirements

- Successful completion of all credit hours as specified by the program curriculum with a minimum GPA of 2.0.
- Completion of the minimum enrollment period and not exceeding the maximum enrolment period.
- Undergraduate transfer or concurrently enrolled students are required to complete a minimum of 50% of the required credit hours at AUM, including the majority of the final 240 ECTS/120 US credit hours.

Bachelor Student Academic Load

The minimum load for full-time undergraduate students in the fall and spring semesters is 30 ECTS/15 US credits per semester.

Undergraduate students may register for up to 15 US/30 ECTS in a semester without special approval. If an

undergraduate student wishes to enrol for more than 15 US/30 ECTS in a semester they must receive written permission of both their academic advisor and the Provost. However, within an academic year, a student may not take more than 30 US/ 60 ECTS.

An undergraduate student may enroll in the university as a part-time student, which means that the student registers for fewer than 15 US/30 ECTS credit hours per semester. Typically, an undergraduate student may study part-time for **no more than 12 semesters during their undergraduate degree program**.