Introduction to Part-Time Undergraduate Degree Programmes

St Mary’s University offers opportunities to study part-time for a range of undergraduate degrees. Further information about the University and individual degree programmes can be obtained from the St Mary’s undergraduate prospectus, together with our website at [www.stmarys.ac.uk](http://www.stmarys.ac.uk) and from Programme Directors.

The Modular Structure

All of the University’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 (usually 20 credits), which gives an indication of the total number of hours of work eg a 20 credit module represents around 200 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 60 credits per year so that they can graduate in six years. However, part-time students can study at a slower or faster pace if they choose, as long as they complete their entire programme within 14 semesters (7 years) and do not study more than 80 credits in a year.

Registering as a Part-Time Student

The University 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 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 to Another Institution**

Most other institutions will take account of the credits achieved at the University 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**

Most modules taken at another institution can be considered if they are in comparable areas. You will need to provide the University 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 Credit Transfer and Exemption Committee and take into account the recommendations of the relevant Programme Director. For further information, please email admit@stmarys.ac.uk.

**Student Wellbeing**

Candidates with additional needs are advised to get in touch with the Student Wellbeing Service on 020 8240 4353, or email wellbeing@stmarys.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 email feesoffice@stmarys.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 Office on 020 8240 4048 or email studentfundingservice@stmarys.ac.uk.

**Further Information**

Please contact St Mary's University Undergraduate Admissions on 020 8240 4027/4022 or email admit@stmarys.ac.uk.

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