

NON-DEGREE STUDENTS POLICY: STUDY ABROAD (SA) AND VISITING (VS)

1. This policy does not apply to UK-only top-up degrees.
2. A Visiting Student:
 - a. Is a student not registered on a Richmond degree programme;
 - b. studies at Richmond for one or two semesters as a participant in a partnership programme;
 - c. is normally on the basis of an articulation agreement;
 - d. is admitted directly by Richmond, in coordination with a partner institution;
 - e. is a student who will normally progress to a partner institution at the conclusion of their time at the University;
 - f. is classed as a visiting student for a maximum of one calendar year.
3. A Study Abroad student:
 - a. Is an undergraduate student not registered on a Richmond degree programme;
 - b. who is at Richmond for one or two semesters;
 - c. is normally matriculated for a degree in another college or university;
 - d. is admitted via our partnership with the American Institute for Foreign Study (AIFS);
 - e. is classed as a study abroad student for a maximum of one calendar year.
4. An applicant admitted as a visiting student through the normal admissions process is not usually required to take the English and Mathematics placement assessments prior to registration unless this is deemed necessary by the Vice Provost International Programmes.
5. The maximum number of semester credits a student may accumulate while enrolled under non-degree status is 15 US /60 UK credits.
6. All study abroad/visiting students are responsible for their choice of courses. Study Abroad and Visiting students must seek the approval of their home institutions to take the courses for which they are registered at the University. The decision and determination on the acceptance and application of Richmond credit lies with the home institution and not with Richmond.
7. A study abroad or visiting student who wishes to transfer to Richmond as a degree-seeking student must apply for admission through the Admissions Office.
8. If accepted on to a degree programme, the former visiting/study abroad student is subject to Richmond academic requirements, including English and Math placement assessments and the completion of degree requirements not covered by transfer credit.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	