

9.1 Regulations concerning enrolment, renewal and termination of enrolment and payment of fees

Acceptance of an offer of a place as a student

- 1 In accepting the offer of a place as a student on a University course, an applicant undertakes to comply with the requirements listed below in Regulations 2 to 7, as a condition of enrolment and of continuation on the course.
- 2 It is the student's responsibility to satisfy such conditions for entry including evidence of qualifications as are specified in the formal offer of a place made to the applicant by the University. At each enrolment period the Academic Registrar will establish a date by which all students must have satisfied the University that they hold the qualifications on which their offer was based. Where a student has not established this to the University's satisfaction, their student status shall be terminated.
- 3 The student must satisfy any further requirements for enrolment which the Vice-Chancellor or Board of Governors may from time to time make, including the production of evidence to establish full name, date of birth, current address and the disclosure of any criminal convictions. Students under the age of 18 shall only be admitted when the University has approved the arrangements for provision for such students in the Faculty to which the student is to be admitted and which meet all statutory requirements.
- 4 The student shall be bound, from the commencement of their course or from the point of enrolment, whichever is the sooner, by all relevant Regulations, Procedures, policies and codes of conduct applicable to students which may be issued by the Vice-Chancellor, the Board of Governors and the Academic Board from time to time and disseminated to students in a variety of media (see Section 8.1, Regulation 13).
- 5 The student must accept their responsibilities under the Health and Safety at Work Act and any other current safety legislation.
- 6 Every student enrolled on a taught course shall attend tuition (classes) specified for his or her programme of study. The Academic Registrar shall be responsible for establishing procedures to monitor attendance and shall terminate a student's status where it is established to the Academic Registrar's satisfaction that the student is not attending tuition (refer to Regulation 44). Where it is apparent that a student is not attending a module on a regular basis and their absence has not been agreed by the Module Leader, the student may, at the request of the Module Leader, be withdrawn from that module. Such requests should be made in writing to the Academic Registrar before the end of week 6 of the semester in which the module runs.
- 7 The University has the power to set the level of tuition fees to be paid by students enrolled on any of its courses and it may raise or lower these fees. Except where the applicant or student has been exempted formally from payment, the student must pay the fees due, or make arrangements for their payment which are satisfactory to the University (see Regulations 8 – 14 below) by complying with the University's Tuition Fees and Payment Policy.

Payment of fees

- 8 Tuition fees are payable at enrolment in each academic year. In addition the University requires payment of all other fees incurred by the student, such as those for accommodation, nursery/crèche facilities, workshop/studio/bench fees, study materials and fees for registration with external bodies.

- 9 At enrolment the student shall pay his or her fees in full (including any charged for APL assessment), agree an instalment plan with the Finance Department or provide satisfactory evidence that payment for some or all the fees will be made by a Local Authority, Student Loans Company or other recognised sponsor(s). The student shall be responsible for paying any portion of the fees not paid by the LA, SLC or other sponsor(s). The student will be required to sign a Declaration of Fee Payment indicating he or she accepts this responsibility and will pay in full by the required deadline published annually in the University's Tuition Fees and Payment Policy. In the event that the LA, SLC or named sponsor(s) fail to pay the fees, as set out in the University's Tuition Fees and Payment Policy, the student shall remain personally liable for paying these fees.
- 10 Students liable for tuition fees exceeding a minimum threshold may be permitted to make arrangements to pay these fees by instalments, as set out in the University's Tuition Fees and Payment Policy. Such arrangements shall be conditional upon the student making the first payment on enrolment and the student having adhered to any instalment agreements entered into in previous years.
- 11 Following a written warning from the University, students who have not made satisfactory arrangements for the payment of fees in accordance with the University's Tuition Fees and Payment Policy, or fail to adhere to the agreed arrangements entered into, may have sanctions imposed on them by the Director of Finance or the Academic Registrar. Sanctions may vary depending on the amount owed and may include some or all of the following:
- Withdrawal of library loan facilities, computer facilities and all other University facilities; and access to University buildings, which may take the form of switching off Smart Cards;
 - Cancellation of marks gained whilst a student is suspended;
 - Deferral of consideration for award conferral by the Awards Board until the debt is paid;
 - Withholding of invitation to and/or participation in a graduation ceremony where applicable;
 - Referral to an external debt collection agency;
 - County Court Action (see Regulation 13 below);
 - Exclusion from the University instalment payment plan for fees (see Regulation 10 above) and requirement to pay all outstanding fees in full;
 - Permanent or temporary exclusion from the University.
- 12 Refunds or waivers shall normally only be considered where a student has formally informed the Academic Registrar of their decision to withdraw or where an intermission of study has been approved (refer to Regulation 39) and shall be determined based of the period of time the student has attended the University.
- 13 The University reserves the right to take legal action for the recovery of outstanding fees, court costs, administration fees and lost interest from the date of the transaction (pursuant to sec. 69 of the County Court Act 1984 or similar proceedings provided by UK or foreign legislation) whether or not the debtor is currently a student of the University. The University also reserves the right to take such action in the student's home jurisdiction.
- 14 The Vice-Chancellor shall not confirm the conferment of an award by issuing a certificate until the student has cleared all outstanding University debts and returned all items of University equipment on loan.

Enrolment

- 15 A student shall be permitted to complete enrolment only when they have indicated by signing their enrolment form that they accept the conditions set out in Regulations 2 - 7 above.

- 16 On completion of the enrolment process, a student shall be issued with a University ID card. The card must be presented each time that a student enters a University building, normally by being swiped through the entrance barriers to the building, and upon request by a member of University staff. Deliberate or continual bypassing of this requirement, allowing the card to be used by others or the using of another student's ID card will be deemed a disciplinary offence under the Student Code of Conduct. The card will be revalidated for each year that the student enrolls on their course, subject to any conditions that may be placed on a student's enrolment, e.g. provision of entry qualifications, payment of tuition fees etc.
- 17 If a student has previously defaulted on tuition fee payment(s), or where the Director of Finance or the Academic Registrar has reason to believe that a student may not be eligible for tuition fee support, a student may be required to make a payment of fees prior to enrolment being confirmed.
- 18 Where a student has not completed the formal process of enrolment but, by their actions, is deemed to be undertaking activities compatible with the status of an enrolled student, the Academic Registrar may formally enrol a student and charge the relevant tuition fee. Such activities would include attendance at classes, submission of work, frequent use of their ID card to gain access to the University. Alternatively, where work has been submitted the Academic Registrar may determine that the work should not be accepted and/or any mark gained will be deemed to be null and void.
- 19 In matters under the jurisdiction of the Academic Registrar, he/she may refuse a student's enrolment/terminate their student's status, where there is good reason to suggest that enrolling a student is not in the best interests of the University. In matters under the jurisdiction of the University Secretary (for example, Criminal Records Bureau checks, the University's duty of care under Health and Safety legislation and the disclosure of criminal convictions), he/she may refuse a student's enrolment/terminate their student's status, where there is good reason to suggest that enrolling a student would breach the requirements set out in Regulations 3 - 5 above. In such cases, the Academic Registrar or the University Secretary shall inform the student in writing that their student status has been terminated and include the grounds upon which the decision was made. The student shall have the right to make a written representation to the Vice Chancellor as set down in Section 10.4.
- 20 Notwithstanding the terms of Regulation 15, the Vice-Chancellor shall have the right to refuse to permit a student to enrol or to re-enrol where, in the opinion of the Vice-Chancellor, it is appropriate to refuse.
- 21 Students who have been excluded on the grounds of a proven allegation of misconduct or academic misconduct considered under the relevant University procedures, or those who have had their enrolment terminated on the grounds of giving false evidence in connection with application or enrolment, shall not normally be permitted to re-enrol.
- 22 The Academic Registrar will determine for each enrolment point a closing date by which students must have enrolled with the University.

Continuation as a student

- 23 A student shall renew enrolment for their approved programme of study at the start of each academic year as required by the University.
- 24 Renewal of enrolment shall be conditional on:
 - 24.1 the requirements set out in Regulations 3 - 7; and

- 24.2 the student having cleared all debts from previous years, unless this condition is exceptionally waived by the Director of Finance or the Academic Registrar or their nominee; and
- 24.3 the student having satisfied the requirements for academic progression set down in these regulations and/or the relevant scheme or course regulations.

Where a student has been suspended by the University for outstanding tuition fees and is reinstated after the last date of enrolment, they shall not normally be permitted to enrol until the next enrolment point for their course.

- 25 Subject to Regulations 41 – 48 below a student shall have the right to remain a student until completion of their programme of studies as set out in relevant scheme or course regulations.

Interruption of studies (students who are not enrolled)

- 26 A student who wishes to interrupt their studies after the completion of an academic year for the following year (for example during the summer vacation period), must notify the University of their intention to interrupt their studies before they are formally enrolled and must specify the duration of their intended interruption of studies (refer Regulations 27 and 28 below).
- 27 The minimum period of interruption shall be one semester.
- 28 The maximum permitted period of interruption shall be two years.
- 29 Where the University proposes to discontinue a student or to suspend them through the processes set out in these regulations this shall take precedence over any notification of interruption.
- 30 Students whose residence in the UK is only permitted by the terms of a student visa cannot remain resident in the UK if they have interrupted their studies. The University will notify the relevant authorities if an interruption is agreed.
- 31 Students who have interrupted their studies will not normally have access to University facilities and premises, but may be granted limited access at the discretion of the Academic Registrar.

Exceptional Changes to a Programme of Study (including Intermission of studies)

- 32 In normal circumstances a student who registers a programme of modules is required to attend all modules and to submit all items of assessment. However, once a student has enrolled there may be exceptional circumstances, which **severely impact** upon a student's ability to complete their registered programme and which could not have been reasonably been foreseen. In such cases, a student may formally request an exceptional change to a Programme of Study.
- 33 A request by a student to change their programme of study shall be made by submitting¹ an Exceptional Change to a Programme of Study (including Intermission) Form. All relevant, independent evidence to support the application should be included by the student.
- 34 Each application will be assessed by a panel and the student shall be informed of one of the following outcomes:

¹ For students on taught courses this process is administered by the Academic Registry, for Research Degree Students this process is administered by the Research and Postgraduate Office.

Note - Students should continue to attend while a decision on their request is pending.

- 34.1 A change to the student's programme of study has been approved. This may include reducing the number of modules registered; and/or,
- 34.2 Intermission of studies has been approved. The student shall be informed of the duration of the approved intermission, as determined by the University.

For 34.1 and 34.2 above, outcomes will relate to the nature and severity of a student's individual circumstances and the timing of the request.

- 34.3 A change to a programme of study has been refused. The student is expected to continue in attendance and to submit all items of assessment on their registered programme.

Notes in respect of intermission of studies:

- 35 The maximum permitted period of intermission shall be two years.
- 36 Students who have intermitted their studies will not normally have access to University facilities and premises, but may be granted limited access at the discretion of the Academic Registrar.
- 37 Students whose residence in the UK is only permitted by the terms of a student visa cannot remain resident in the UK if they are intermitting their studies. The University will notify the relevant authorities if an intermission is agreed.
- 38 Should a student wish to apply for a further intermission of studies, a separate application must be made. If, during the approved intermission of studies, a student intends to resume their studies at the start of a semester or for the reassessment period, they must inform the Academic Registrar/Chair of the Awards Board sub-committee for Research Degrees in writing of their intention to do so.

Withdrawal

- 39 A student may withdraw from the University at any point during their studies. Students who wish to withdraw from the University have a formal responsibility to inform the Academic Registrar in writing of their decision to withdraw prior to the date of withdrawal (failure to do so may affect any decision in relation to any refund/waiving of the fee). The date of withdrawal shall be taken as the date on which the student's written notification of withdrawal is received by the Academic Registrar. The last date of attendance shall normally be calculated from the student's last recorded access to the University. On withdrawal a student must return their ID card to the Academic Registry (refer also Regulation 12 above). Where a student withdraws before the end of week 6 of the semester, all module registrations for that semester shall be cancelled and the relevant modules removed from the student's record. This shall apply in cases where the student may have already submitted work.
- 40 A student who withdraws shall have no right to remain a student or to re-enrol for the same or another course but shall not thereby be prohibited from applying for entry and being enrolled on the same or another course, subject to having cleared any debts arising from the previous course.

Termination of Student Status

- 41 A student's status shall be terminated in the circumstances outlined in Regulations 42 - 48 below.
- 42 The student has been expelled from the University under the Regulations on Student Misconduct or under the Procedures on Student Academic Misconduct (see Section 10.5), subject to the student's right of appeal against such a penalty imposed for academic misconduct (see Section 10.5 Regulation. 28). A person who has been expelled thus in accordance with Article 68 of the University's Articles of Association shall not normally be permitted to enrol on the same or another course at the University.
- 43 If an Awards Board determines that under the relevant scheme regulatory framework or course specific regulations it is not possible for a student to successfully complete the course on which they are enrolled because of unsatisfactory standards of work or other academic reasons (see Section 8.1 Regulation 12), their student status shall be terminated.
- 44 If the Academic Registrar determines to his or her satisfaction that a student is not attending tuition, the student's status shall be terminated. Where a student's status is terminated for this reason they will not normally be allowed to enrol again with the University. Where a student's status is terminated before the end of week 6 of the semester, all module registrations for that semester shall be cancelled and the relevant modules removed from the student's record. This shall apply in cases where the student may have already submitted work. If, in exceptional circumstances, enrolment is permitted it will normally be subject to additional conditions, for example, prior payment of all or part of the tuition fees, as deemed appropriate by the Director of Finance or the Academic Registrar.
- 45 The Director of Finance or the Academic Registrar may terminate a student's status on grounds of debt to the University arising from non-payment of fees (see Regulation 11 above). If such debts are subsequently cleared to the satisfaction of the University without recourse to litigation, such persons may apply for entry and be re-enrolled on the same or another course.
- 46 The Academic Registrar shall terminate a student's status on the grounds that the student is shown to have given false evidence in purporting to satisfy the requirements of Regulations 2 – 7. This includes providing false information about qualifications obtained or failing to disclose a previous enrolment with any Higher Education Institution. Such persons shall not normally be permitted to enrol on the same or another course.
- 47 If a student has interrupted their studies without the prior approval of the Academic Registrar in contravention of Regulations 32-38, their student status shall be terminated. Such a person shall not thereby be prohibited from applying for entry and being enrolled on the same or another course.
- 48 The Vice-Chancellor shall have the right to terminate a student's status for other good cause, where in the opinion of the Vice-Chancellor it is appropriate to do so.

Representations against termination of status as a student

- 49 A student may make representations in respect of expulsion on grounds of academic misconduct specified in Regulation 42 above in accordance with the Procedures on Student Academic Misconduct (Section 10.5) or on grounds of other misconduct specified in Regulation 33 above in accordance with the Student Code of Conduct.
- 50 Where a student's status has been terminated in accordance with Regulations 42 – 48 the student has the right to make a representation to the Vice-Chancellor. The process for the submission and consideration of such representations is set down in Section 10.4.