

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 as are specified in the formal offer of a place made to the applicant by the University.
- 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 department to which the student is admitted.
- 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 Director of Academic Administration shall be responsible for establishing procedures to monitor attendance and shall terminate a student's enrolment where it is established to the Director's satisfaction that the student is not attending tuition (refer to Regulation 35).
- 7 The University has the power to set the level of tuition fees to be paid by students enrolled on any of its courses. 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 warning given in writing by 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 Director of Academic Administration. Sanctions may vary depending on the amount owed and may include some or all of:
 - 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 (see Regulation 14 below)
 - 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 A student remains liable for all fees due, even if his or her enrolment is terminated before the end of the academic year. At the discretion of the Director of Academic Administration, tuition fees may be refunded or waived, on application by a student who has paid all or part of their fees and subsequently withdrawn or interrupted their studies. Refunds will only be granted where the student has shown that their withdrawal or interruption of studies has been occasioned by exceptional circumstances.
- 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 Awards Board shall not consider whether a student should have an award conferred on him or her and/or the Vice-Chancellor shall not confirm the conferment of an award by issuing a certificate until the student has paid in full the required fees or has been exempted from so doing (see Section 8.2 Regulation 4).

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 Director of Academic Administration 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, are deemed to be undertaking activities compatible with the status of an enrolled student, the Director of Academic Administration 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.
- 19 In matters under the jurisdiction of the Director of Academic Administration, he/she may refuse or cancel a student's enrolment 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 or cancel a student's enrolment 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 Director of Academic Administration or the University Secretary shall inform the student in writing that their enrolment 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 Regulation 41.
- 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.

Continuation as a student

- 28 A student shall renew enrolment for their approved programme of study at the start of each academic year as required by the University.
- 29 Renewal of enrolment shall be conditional on:
 - 23.1 the requirements set out in Regulations 3 - 7; and
 - 23.2 the student having cleared all debts from previous years, unless this condition is exceptionally waived by the Director of Finance or the Director of Academic Administration or their nominee; and
 - 23.3 the student having satisfied the requirements for academic progression set down in the relevant scheme or course regulations.

- 24 Subject to Regulations 32 – 39 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.

Intermission of studies

- 25 Subject to any scheme or course specific regulations and the written approval of the Director of Academic Administration, obtained following consultation with the appropriate academic and/or scheme staff, a student may intermit their studies (interrupt/suspend their studies) for a period of up to two years consecutively. It is the responsibility of the student to inform the Director of Academic Administration in writing that they are to intermit. The date of the start of the intermission will be the date of approval by the Director of Academic Administration. Students who have intermitted their studies will not normally have access to University facilities and premises, but may be granted limited access by the Director of Academic Administration.
- 26 A student who intermits their studies before the end of the sixth week shall be deemed to have withdrawn from any modules registered for that semester.
- 27 A student who intermits their studies after the sixth week shall not be withdrawn from any modules registered for that semester. Such an intermission shall only take effect from the end of the semester in which the intermission was agreed.
- 28 Where a student intermits their studies, but has a reassessment opportunity open, such reassessment opportunity shall remain open until the next academic year (or the reassessment period for the academic year in which the student has resumed their studies – see Regulation 29 below) **unless** the student applies for, and is granted, a further intermission of studies. In such cases, the reassessment opportunity shall lapse at the conclusion of the reassessment period for the academic year in which the student is **due** to return to their studies. A student shall **not** be eligible to sit any examinations or submit any coursework for assessment/undertake any other form of assessment during an approved intermission of studies.
- 29 When a request to intermit is approved then this will normally be for a specified period as stated in the formal confirmation from the Director of Academic Administration. 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 Director of Academic Administration in writing of their intention to do so.

Withdrawal

- 30 A student may withdraw from the University at any point during their studies by informing the Director of Academic Administration in writing of their decision to withdraw prior to the date of withdrawal. The date of withdrawal shall be taken as the date the student's written notification of withdrawal is received by the Director of Academic Administration. 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 Department of Academic Administration.
- 31 Withdrawal from the University does not absolve the student of the responsibility to pay fees (see Regulation 12 above). 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 status as a student

- 32 A student's status as a student of the University shall be terminated in the circumstances outlined in Regulations 33 - 39 below.
- 33 If a student is expelled from the University under the Regulations on Student Misconduct or under the Procedures on Student Academic Misconduct (see Section 10.5) their status as a student shall be terminated, 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.
- 34 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), the student's status as a student shall be terminated. Such persons shall not thereby be prohibited from applying for entry and being enrolled on another course.
- 35 If the Director of Academic Administration determines to his or her satisfaction that a student is not attending tuition, the student's status as a student shall be terminated. Such persons shall not thereby be prohibited from applying for entry and being enrolled on the same or another course but may be subject to additional conditions prior to the commencement of such enrolment, for example, the payment of all or part of the tuition fee, as deemed appropriate by the Director of Finance or the Director of Academic Administration.
- 36 The Director of Finance or the Director of Academic Administration may terminate a student's enrolment 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.
- 37 The Director of Academic Administration shall terminate a student's enrolment on the grounds that the student is shown to have given false evidence in purporting to satisfy the requirements of Regulations 2 – 7. Such persons shall not normally be permitted to enrol on the same or another course.
- 38 If a student has interrupted their studies without the prior approval of the Director of Academic Administration in contravention of Regulation 25, their status as a student shall be terminated. Such a person shall not thereby be prohibited from applying for entry and being enrolled on the same or another course.
- 39 The Vice-Chancellor shall have the right to terminate a student's status as a student 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

- 40 A student may make representations in respect of expulsion on grounds of academic misconduct specified in Regulation 33 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.
- 41 Where a student's status as a student has been terminated in accordance with Regulations 34 – 39 the student has the right to make a representation to the Vice-Chancellor. The process for the submission and consideration of such representation is set down in regulations 42-56 below.

Representation against the decision to terminate a student's status

- 42 A student's representation against the decision to terminate his/her status shall only be considered if:
- 42.1 It is made in writing to the Student Casework Office in the Department of Academic Administration within ten working days of the letter informing the student of the decision; and,
 - 42.2 It clearly explains the grounds upon which the student disputes the decision to terminate his/her status as a student and details any mitigating factors which the student would like the Vice-Chancellor to take into account (*note - all relevant supporting evidence should be included*); and,
 - 42.3 It is signed by the student.
- 43 A student shall have the opportunity to present his/her case either orally or by way of written representations. However, where a student does not state a preference for the manner in which the representation is to be considered, the hearing shall proceed by way of written representations. Where the Vice-Chancellor considers that a hearing by way of written representations would not be in the interests of fairness, then the Vice-Chancellor shall request that the student is invited to attend an oral appeal hearing (Regulations 50-56 below set down the process for oral hearings)
- 44 The hearing shall take place within a reasonable period of time upon receipt a valid request. A member of staff from the Student Casework Office shall act as secretary.
- 45 Having fully considered the student's representation the Vice-Chancellor may:
- 45.1 revoke the termination of the student's status as a student; or,
 - 45.2 set conditions that the student must meet before the termination is revoked; or;
 - 45.3 confirm the decision to terminate the student's status as a student.
- 46 The Vice-Chancellor's decision shall be final.
- 47 The secretary shall make a record of the salient points of proceedings, which shall be signed by the Vice-Chancellor and kept as a correct record of the hearing.
- 48 As soon as is practicable after the meeting the Student Casework Office shall inform the student, in writing, of the decision.

Process for oral hearings

- 49 For oral hearings, at least six working days before the date of the meeting the Student Casework Office shall notify the student of the time and place at which the hearing will take place. If on one occasion **only** the student provides the Student Casework Office with good reason for not being able to attend the hearing, the Student Casework Office shall make such alternative arrangements as seem appropriate. A student's working commitments shall not normally be accepted as a reasonable ground for granting a request for a re-arrangement. Other than in the case of emergencies or unforeseen circumstances, hearings will not be rearranged without at least two working days notice.
- 50 Where the request for a re-arrangement is not granted, the student shall be notified accordingly; and the hearing shall then proceed as originally arranged, whether or not the student attends.

- 51 The student shall have the right to be assisted by a friend at the hearing. Under the Academic Regulations, 'friend' is defined as a person, who shall normally be a member of staff or student of the University, appointed by a student to assist him/her in the conduct of his/her case at a hearing;
- 52 The student shall inform the Student Casework Office at least two working days before the hearing:
- 52.1 Whether a friend will be present at the hearing and, if so, the name and status of the friend; and,
- 52.2 Provide a list of witnesses, if any, to give evidence on his or her behalf indicating the nature of the evidence they are expected to give.
- 53 The student shall be responsible for informing the friend and any such witnesses of the time and place of the hearing.
- 54 Where the student is not present at the time set for the hearing, the Vice-Chancellor shall wait for fifteen minutes and then proceed in the student's absence unless there are reasonable grounds to suggest that the failure to attend is outside the student's control and that in the interest of fairness the hearing should be adjourned to a later date.
- 55 The Vice-Chancellor shall have power to refuse to receive evidence that, in his/her opinion is irrelevant, whether because it is repetitious of other evidence that has already been given or otherwise. New evidence, not notified in advance to the student or the Vice-Chancellor may only be introduced at the discretion of the Vice-Chancellor.
- 56 Where the Vice-Chancellor is of the opinion that relevant evidence has not been presented but could be presented if the hearing was adjourned, the Vice-Chancellor may adjourn the hearing for such evidence to be made available at a resumed hearing. The Vice-Chancellor shall only adjourn a hearing if he/she is of the opinion that any further evidence, which is likely to become available, would have a significant impact on the outcome of the hearing.