

# Enrolment and Registration Policy

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## Introduction and Scope

1. This policy outlines University of Gloucestershire's intent regarding student enrolment, module registration and the on-going maintenance of a student's record, and is applicable to all students (see the definition in paragraph 3, below) enrolling with the University from 1 August 2017 onwards.
2. In order to participate in any course, students of the University must be enrolled on their course and registered to the correct modules in order to:
  - i. ensure that all students are encompassed within the full range of University academic and support facilities
  - ii. allow for the timely confirmation of personal details and payment of tuition fees
  - iii. ensure that students are aware of and agree to abide with the provisions in the Student Contract, Data Consent Notices and other notifications that are in force
  - iv. provide the University with assurance of the identity of its enrolled students
  - v. ensure that students are registered on the correct modules appropriate to their course and can access facilities and undertake assessment as required

- vi. ensure that the University is fully compliant with the requirements of its external stakeholders including funders, the Home Office and professional bodies.
3. The term 'student' covers any individual eligible to participate in a University of Gloucestershire course, including those undertaking placements or exchanges, and where delivery maybe on-campus, at an off-site venue, at a partner institution, or remotely via distance learning.

## Enrolling with the University

4. All students should complete [Online Enrolment](#) at the beginning of the course and annually as notified by the University. Those who are debtors to the University of Gloucestershire, or are found to have provided false or inaccurate information at application, or have not completed the requirements stipulated by a study visa, will not be permitted to enrol.
5. Students should complete Online Enrolment and pay tuition fees **within 14 calendar days** of the start of their course. In accordance with the University Initiated Withdrawal Procedure (see paragraph 27 below), students who are not enrolled without good cause (e.g. because of a delay caused by a third party), will lose access to the University's facilities and procedures to withdraw them from their programme will be started.
6. Enrolled students will receive a University Identity Card. This ID Card must be retained by students whilst on campus since it provides evidence of student status, must be presented in formal examinations and it allows for access to university facilities e.g. library, membership of the Students' Union, photocopying etc.

## Identity Check

7. All new students are required to have their identity checked **within 14 calendar days** of the start of their course. Original documents (see accepted document list in paragraph 8) should be presented to University staff, or their representatives, as follows:
  - a) **For UK/EU students studying on University premises:** original documents must be presented to the Helpzone (Library and IT) located in the Library on each campus;
  - b) **International students** studying under a visa will have their identity checked at a pre-enrolment event;
  - c) **Distance learning students** should forward a certified copy of one of the accepted documents to:  
Student Administration Team, University of Gloucestershire, Delta Place, 27 Bath Road, Cheltenham, GL53 7TH.

Click to find out [how to certify a document](#) or visit [www.gov.uk/certifying-a-document](http://www.gov.uk/certifying-a-document);

d) Students studying at **partner institution** will have their identity checked by the partner.

8. Documents that can be used to confirm a student's identity are:

- i. Current signed passport
- ii. Current UK or EEA photo-card driving licence
- iii. EEA member state identity card
- iv. Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)

9. In accordance with the University Initiated Withdrawal Policy (see paragraph 27 below), students who do not complete this requirement may be withdrawn from their programme.

## Module Registration

10. Students should register on the correct number of credits for their programme of study. For full-time Undergraduates this typically means taking 120 credits a year and for full-time postgraduates 120-180 credits (pro-rata for part-time students). Full details are available in the [Academic Regulations for Taught Provision](#) and in published Course Maps.

11. Students must also ensure that they register for credits appropriate for their mode of study to ensure that they meet study-load requirements stipulated by funders:

	Credits Per Academic Year		
Mode of Study	Standard Undergraduate	Fast-track Undergraduate	Postgraduate
Full-time: Maximum*	150	210	180
Full-time: Minimum*	90**	180	90**
Part-time: Maximum	90	n/a	90
Part-time: Minimum	15	n/a	15

\*Pro-rata for students studying full-time for less than one academic year

\*\* There may be financial consequences for registering for fewer credits than defined by a full-study load. Students should seek guidance before taking this option

12. Students must register for all modules that they intend to take for the academic year **within 14 calendar days** of the start of their course, ensuring course requirements are met.
13. Modules may be added or deleted from a student's record within **14 calendar days of the module's first timetabled activity**, subject to the stipulations in paragraphs 10 and 11.
14. Students will be assessed according to published assessment criteria for all modules on which they are registered according to the university's student record system and published to students via Student Records Online, unless:
  - i. A request to withdraw from the assessment of a module due to mitigating/extenuating circumstances is approved by the Mitigating Circumstances Review Panel
  - ii. A request to 'Restart' a programme is requested and approved
  - iii. A request to withdraw from a module is made **no more than 14 calendar days after the module's first timetabled activity**.

### **Restarting a Course (Level 4 Students Only)**

15. Students studying at Level 4 (typically first-year Undergraduates) may request a change of course where they have determined that their original programme is no longer suitable.
16. Students who are considering the 'restart' option do not need to re-apply to the University through UCAS but instead should discuss options with the new Academic Course Leader. The request to 'restart' must be made and approved no later than **14 calendar days from the start of the academic year in which the new course commences**.
17. Where a 'restart' is approved, the module results associated with the previous course will not be included in future academic progression decisions.

### **Changing Course (Subject)**

18. In certain circumstances, it may be possible for students to change subject / area of study. The stipulations in paragraph 13 mean that it is normally only possible to change subject within **14 calendar days from the start of the academic year**, however, it may be possible to do so later if the change does not require changes to module registrations.
19. Subject changes must be approved by the appropriate Academic Course Leader.
20. In changing subject, all existing module results (including passed and failed modules) will be recorded on the new course record.

## **Discontinuation of Study: Withdrawal and Suspension at Student Request**

21. Students may wish to leave permanently leave their course, or suspend their studies on a temporary basis.
22. Those intending to permanently leave their course must discuss the matter with their Personal Tutor or Academic Course Leader and seek support from the Student Helpzone. Students should clarify the financial implications of leaving their course, and in particular on their tuition fee liability, as outlined in the University's [Tuition Fee Policy](#).
23. Students may request to suspend their studies on a temporary basis. Suspension of studies is not an automatic right. Each request will be reviewed on a case-by-case basis considering the following:
  - i. A suspension will be for a defined period (normally no longer than one academic year)
  - ii. The period of suspension still counts toward the maximum period of registration
  - iii. A suspension will usually coincide with natural breaks in the academic year or course delivery and the anticipated date of return must be established in accordance with this
  - iv. A suspension will not normally be approved for courses currently phasing-out or where a course is subject to curriculum amendment during the period of suspension such that a student's ability to resume their studies will be affected.
24. No request to leave a course or suspend studies will be considered in the absence of a signed [Student Declaration](#). The date of withdrawal/suspension date will be recorded as either the date recorded on the [Student Declaration](#) or the date on which the declaration is received (whichever is later).
25. The provisions in paragraph 14 will apply to incomplete module results at the time of the request to withdraw/suspend.
26. Following withdrawal from a programme and during periods of suspension, students will not have access to the University or its facilities (e.g. teaching, assessment, IT services/library). This includes University email and Office365 facilities, so students should ensure that all information is downloaded and backed-up outside of the University network before requesting the withdrawal/suspension.

## **University Initiated Withdrawal of a Student**

27. Enrolled students may be withdrawn from their course by the University in the following circumstances:
- i. where there is little evidence of attendance and engagement with studies;
  - ii. where at any time within a student's period of study their immigration status becomes invalid (e.g. their leave to remain in the UK expires or is revoked);
  - iii. as the result of being in tuition-fee debt to the University;
  - iv. as a result of disciplinary action by the University which results in a requirement for the student to withdraw from the University
  - v. as a result of academic failure which is confirmed by a Board of Examiners
  - vi. as a result of a breach in the Student Contract
  - vii. as a result of the failure to complete the Identity Check requirements or enrol on their course within the stipulated time.
28. The provisions in paragraph 14 will apply to incomplete module results at the time of the withdrawal.

## **University Initiated Suspension of Studies**

29. Enrolled students may be required by the University to suspend their studies in the following circumstances:
- i. as a result of an allegation of misconduct under the Student Disciplinary Procedure;
  - ii. where an allegation has been made under the Student Disciplinary or Fitness to Practice Procedures which suggests that there may be a mental health issue or otherwise, and where the student's behaviour is causing distress or concern to other students or staff.
30. The provisions in paragraph 14 will apply to incomplete module results at the time of the suspension.

## **Appeal against University Initiated Withdrawal/Suspension**

31. Students may appeal against the decision to withdraw them from their programme by following the [Academic Appeals Procedures](#).