

Enrolment and Registration Policy

Content

Introduction and Scope	Page 1
Enrolling with the University	Page 2
Identity Check	Page 2
Module Registration	Page 3
Restarting a Course	Page 4
Changing Course	Page 4
Discontinuation of Study: Withdrawal/Interruption of Studies - Student Request	Page 5
Discontinuation of Study: Withdrawal/Interruption of Studies – University Initiated	Page 5

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. It is applicable to all students (see the definition in paragraph 3, below) enrolling with the University from 1 August 2019 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 various policies, regulations 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 [Enrol](#) 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, or are under investigation under another University policy, will not be permitted to enrol.
5. Students should enrol 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 commence.
6. Enrolled students 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, Pittville Campus, Albert Road, Cheltenham, GL52 3JG.
See www.gov.uk/certifying-a-document for more information.
 - 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 Masters students 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 ensure that they register for credits appropriate for their mode of study in order to meet the rate-of-study requirements stipulated by funders:

Mode of Study	Credits Per Academic Year		
	Standard Undergraduate	Fast-track Undergraduate	Masters
Full-time: Maximum ⁽¹⁾	150	210	180
Full-time: Minimum ⁽¹⁾	90 ⁽²⁾	180	90 ⁽²⁾
Part-time: Maximum	90	n/a	90 ⁽³⁾
Part-time: Minimum	15	n/a	15 ⁽³⁾

- 1) Pro-rata for students studying full-time for less than one academic year
 2) 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
 3) Students in receipt of a Postgraduate Loan will must study at least 50% intensity of a full-time programme

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:
- A request to withdraw from the assessment of a module due to mitigating/extenuating circumstances is approved by the appropriate authority
 - A request to 'Restart' a programme is requested and approved
 - 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 course / area of study. The stipulations in paragraph 13 mean that it is normally only possible to change course 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. Course changes must be approved by the appropriate Academic Course Leader.
20. In changing course, all existing module results (including passed and failed modules) will be recorded on the new course record.

Discontinuation of Study: Withdrawal and Interruption of Studies at Student Request

21. Students may wish to permanently leave their course, or interrupt 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 interrupt their studies on a temporary basis. Interruption of studies is not an automatic right. Each request will be reviewed on a case-by-case basis considering the following:
 - i. An interruption will be for a defined period (normally no longer than one academic year)
 - ii. The period of interruption still counts toward the maximum period of registration
 - iii. An interruption 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. An interruption will not normally be approved for courses currently phasing-out or where a course is subject to curriculum amendment during the period of interruption such that a

student's ability to resume their studies will be affected.

24. It is the student's responsibility to ensure that the consequences of interrupting studies/withdrawing are understood, particularly from the perspective of impact on academic progress, any fee liability, and responsibility to funders. Students will remain liable for tuition fees in accordance with the [Tuition Fee Policy](#). The last date of attendance on the programme will be the date that the interruption/withdrawal is processed unless evidence is provided by the student that supports an alternative date.
25. The provisions in paragraph 14 will apply to incomplete module results at the time of the request to withdraw/interrupt.
26. Following withdrawal from a programme and during periods of interruption, 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/interruption.

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 or one of the policies referred to in the 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 Interruption of Studies

29. Enrolled students may be required by the University to interrupt 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 interruption.

Appeal against University Initiated Withdrawal/Interruption

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