

C 1. REGISTRATION AND ENROLMENT

For students on programmes and awards validated by the University of Plymouth this section of the CAPR has been agreed by the University (as the awarding institution) as meeting its admission policy and regulatory requirements. The shaded sections below form GSM London regulatory and policy framework as applied to Plymouth University and GSM awards

Related guidance and codes of practice can be found at the QAA Code of Practice, Admissions in Higher Education. Chapter B2 Recruitment, Selection and Admissions to HE.

Purpose and scope

- 1.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains how students become members of the College, and summarises their responsibility to ensure that the record of their education with the College is accurate.
- 1.2 These regulations apply to all applicants and students of the College, and to any registration of a student completed on or after June 2017 regardless of the date of the application giving rise to the registration.

Definitions

- 1.3 'Registration' means the process by which an applicant holding an offer makes a commitment to become a member of the College and abide by all relevant regulations, policies and lower-level rules. Prospective students may register only for the programme for which they have received an offer.
- 1.4 'Enrolment' means the process by which a student begins a programme leading to a recognised award.
- 1.5 'Academic stage' means any section of a programme that forms a discrete (i.e., separate) element. The programme's stages are decided as part of its approval and approval.
- 1.6 'Module' means a self-contained, formally structured piece of study, with a coherent and explicit set of learning outcomes and assessment criteria.
- 1.7 'Transcript' means a document that records the results achieved in a final assessment of a module.
- 1.8 'Certificate' is the formal document stating the award made by the awarding body

Introduction

Overview

- 1.9 The College aims to promote a culture of openness and a shared sense of integrity by inviting all members of its community (including employees and students) to act responsibly to uphold the College's reputation and maintain public confidence in Higher Education, the College and its awards.

- 1.10 As part of this, it is important that the College ensures that all members understand their obligations to the College and that a complete and accurate record is kept of any study or work with the College. To meet this aim, it is important that all students and their achievements are documented by the College.

Registration

- 1.11 All students who wish to take a programme must register with the College
- 1.12 A student may not normally be registered for more than one (1) full-time or two (2) other Higher Education programmes at the same time, wherever such registrations may be held.

- 1.13 Applicants admitted to the College are normally (see 1.11) registered as one (1) of the following categories:

- (a) Undergraduate students: taking a programme leading to an undergraduate or graduate award of the College.
- (b) Postgraduate taught students: taking a programme leading to a postgraduate award of the College.
- (c) Research students: taking a research degree programme to the award of MPhil or PhD of another awarding body.
- (d) Exchange students: taking a predefined study arrangement between the College and another institution of Higher Education. The student may be entitled to the award of credits but not an award of the College. The student will be enrolled for an award at another College.
- (e) Associate students: students not registered for a named award of the College or another college but who are taking one (1) or more credit-bearing modules of study at the College. The student is entitled to the award of credit.
- (f) Short-course students: students registered for a non-credit bearing programme.

- 1.14 A student may not be registered until:

- (a) they have shown they meet the entry requirements for their chosen programme, and the College has formally accepted them onto it;
- (b) they have confirmed that the personal and contact details the College holds for them are correct, and they have agreed to notify the College of any changes;
- (c) they have signed a binding promise to abide fully by all College policies, regulations and lower-level rules including financial obligations;
- (d) they have signed a binding promise to abide by the College's policy on intellectual property and assigning intellectual property rights (they can find out more about this in Appendix C); and

- (e) they have signed a binding promise about our processing of their personal data and that the College may share the data across relevant Departments and administrative sections for relevant purposes.

NOTE: If students are sponsored by another organisation, they should read and understand any terms and conditions on intellectual property rights and their assignment, and data protection, which are set out in any funding arrangements they have made with that sponsorship body.

Enrolment

1.15 Newly registered students must enrol for the appropriate number and type of modules for the programme for which they are registered. The College will coordinate enrolment centrally but academic Departments will give advice and guidance.

1.16 Full enrolment on certain modules may depend on:

- (a) the student having particular qualifications including successful achievement of any prerequisite module – the academic Department must inform students before they enrol about any additional requirements or exclusions for particular modules; or
- (b) completing the attendance obligations for that module. At enrolment, the academic Department should inform students about any initial attendance requirement for any modules they want to take, and give advice to those whose choices cause difficulty;
- (c) the use of quotas to protect the quality of the learning experience for all students who take the modules. At enrolment, the academic Department should inform students about the quota for any modules they want to take, and give advice to those whose choices cause difficulty.

1.17 The minimum enrolment permitted in a term for a student registered as other than a research, exchange or short-course student is normally 15 credits.

1.18 The maximum enrolment permitted in a term for a student registered as other than a research, exchange or short-course student is normally 90 credits.

1.19 The maximum enrolment at first attempt normally permitted in an academic year:

- (a) for a part-time student is 90 credits;
- (b) for a full-time student is 120 credits at undergraduate level and 180 at postgraduate level;
- (c) for an accelerated student is 180 credits at undergraduate level.

1.20 Students may change their module enrolments, including students who have failed the conditions of progression in their chosen modules but who remain enrolled. The change to module enrolments must normally take place in the first two (2) teaching weeks. The

College will consider changes after this deadline only in exceptional circumstances and with the Head of Department's written approval.

- 1.21 Students who have satisfied any conditions of module enrolment and not changed their module enrolments within the approved time limits will have the marks they achieve in any such module recorded on their transcript.
- 1.22 At enrolment, academic Departments must inform students who take modules additional to those set out in their programme that they may not count such modules towards the degree classification. However, information about such modules will be available to Award Assessment Boards and can be drawn upon if there are extenuating circumstances. Students will have the marks they achieve in any such module recorded on their transcript.
- 1.23 A student on standard undergraduate programme is permitted to take up to three (3) modules on an assessment-only basis in their break semester where these relate to re-sits for modules that have been failed in a previous semester.

Associate students

- 1.24 The College regards students who enrol with the College, but not for an award, as associate students. The College may apply credit earned as an associate student towards an award if the student fulfils the entry requirements for a programme and registers for an award later. However, the College does not normally credit more than 50% of the registered award in this way.

Visas

- 1.25 The College will not fully register a student who has not complied with the requirements of the UK Visas and Immigration Service (UKVI) and any other legal requirements for entry to and study in the UK. The College may suspend the student pending receipt of the correct visa documents, or discontinue their registration.

NOTE: Students are responsible for ensuring they apply for a visa extension if their progress on the programme means they would not complete it within the time granted on their visa.

Procedures

Registration

- 1.26 Registration must begin before a student receives any teaching on a programme, or begins receiving services from the College.
- 1.27 The College may consider a student's registration on a programme lapsed and therefore cancelled if, without acceptable explanation, the student has neither fully registered nor interrupted their studies by the fourth week of teaching in their first term.

Enrolment

- 1.28 Enrolment will take place at the start of each academic stage but may, with the Head of Department's approval, take place at any time.
- 1.29 The College may register as 'pending enrolment' any applicants who have accepted an offer, and continuing students awaiting re-enrolment.
- 1.30 The College will normally register as 'pending enrolment' any student who is fully registered but:
- (a) temporarily unable to enrol until they are able to enrol;
 - (b) required by the College to interrupt their studies until they are able to enrol; or
 - (c) required by the College to permanently withdraw from their programme and the College.

1.31 At enrolment, the student will confirm:

- (a) their registration details are correct;
- (b) their enrolment details and module choices are correct;
- (c) they understand and agree to any changes to terms and conditions, or academic regulations; and
- (d) they have no outstanding declarations (such as acquired criminal convictions or suspicions of academic misconduct) required to be made under these policies or regulations.

1.32 The College may refer a student to the policy for discontinuing registration if, without acceptable explanation, the student has neither fully enrolled nor interrupted their studies by the fourth week of teaching of any term. Alternatively, the College may require them to take an interruption of study until the start of the next presentation of the programme or required modules.

Change of name and permanent address

- 1.33 The College will change a student's official name only on receiving legal confirmation of a change of name via deed poll, marriage or civil partnership certificate or a statutory declaration.
- 1.34 The College will change a student's official permanent address only on receiving appropriate evidence of such a change such as utility bills or bank statements in their legal name.
- 1.35 Students who adopt a preferred name for communication may inform the College of this, but all official records will remain under the student's official legal name.
- 1.36 On receiving a written request to do so, the College will set up a new email address with the student's preferred name. ID cards may be changed with the approval of the Academic Registrar.

Registration and finance

- 1.37 If a student's progress on the programme means they would not complete it within the time granted on their visa, they may require a change in their registration or enrolment. This may mean they are liable for any resulting difference in the level of tuition fee or, if repeating some or all of their study already taken, they may be liable up to the total annual tuition fee. Students should consult the Student Finance Office about their tuition fees regarding any change to their registration or enrolment.

Advice and support

- 1.38 Advice for students on registration and enrolment, and the associated lower-level College rules is available from the Student Hub or the GSM London Students' Union (gmsuadvicecentre@gsm london.ac.uk). More complex queries may be referred to appropriate individuals or the Office of Student Records (studentrecords@gsm london.ac.uk)
- 1.39 Advice for staff on registration and enrolment of students is available from their nominated Academic Policy Partner or Head of Department.
- 1.40 Fees
- 1.41 A fee may be charged for processing late registrations or enrolments as set out in the College's list of charges. If an error is revealed in the College's processing of the registration or enrolment, the College will fully refund the fee.
- 1.42 The College is not liable for financial or other consequences arising from action under this policy.

Legal and regulatory context

- 1.43 These regulations are about the terms on which the initial relationship between the student and the College has been set up. Therefore, while there is limited legal context specifically on registration or enrolment, these regulations have taken account of the principles of contract law that apply to relationships between students and higher-education institutions, and more specifically the Consumer Rights Act 2015, as amended.
- 1.44 The College may not be bound by all the principles in this Act and this policy alone may not provide the procedure to meet all of these principles, some may be contained in other policies or procedures. The College uses the principles as guidance only, to help it deal soundly with these matters.

Enforcement, monitoring and review

- 1.45 If any person or body in the College refuses to comply with a request or decision made to enforce these regulations, their refusal must be reported to the Academic Registrar, who will take such action to enforce this policy as they think necessary.
- 1.46 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how these regulations are interpreted and applied.

1.47 The annual report must include statistical data on the number of registrations and enrolments; the Departments and programmes from which they originate; the length of the process; and the equality characteristics (including sex, disability and ethnicity) of those who complete each stage of the registration and enrolment process; and those who don't.

1.48 Every three (3) years, the College must review these regulations to ensure that:

- (a) they remain up to date and continue to meet the expectations of the UK Quality Code, applicable legislation or guidance;
- (b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
- (c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies and regulations):

Responsible Officer: Head of Registry (Student Records and Data)

Approved by: Board of Directors and Academic Board

Version: 2.0

Date: June 2017

Monitoring and Review Body: Faculty Board

Effective From: July 2017

Next Scheduled Review: 2019