

# Conditions of Student Registration

<b>Approved by:</b> Senior Management Team	<b>Effective date:</b> 1 August 2024	<b>Next review:</b> June 2025
---	---	----------------------------------

## Conditions of Student Registration

The Conditions of Student Registration regulate how an individual registers as a student and maintains registration with the University, including students studying with partners.

## Who needs to know about the Document

- Staff in:
  - Registry Services
  - Marketing
  - Admissions
  - Finance
  - Graduate College
  - Learning and Teaching Enhancement
  - Student Wellbeing Services
  - i-zone
  - Student Resolution and Student Protection
  - UK Partnerships and Apprenticeships Unit
  - International Partnerships & Development
  - Faculty and Partner staff
- Students
- Applicants

## Purpose of the Conditions

In this document, the University explains the following:

- (a) What a student needs to do to meet the requirements for admission to the University (Section 2)
- (b) How to register and maintain registration at the University (Section 3)
- (c) The student's responsibilities to pay tuition fees, and what happens if they are not paid on time (Section 4)
- (d) The requirements relating to engagement and attendance (Section 5)
- (e) The special conditions placed on overseas students to meet government regulations (Section 6)
- (f) The University requirements relating to student behaviour and conduct (Section 7)
- (g) The University's requirements relating to Academic Integrity (Section 8)
- (h) The withdrawal process from a course and the University (Section 9)
- (i) How the University plans to maintain services if there is an emergency or industrial action (Section 10)
- (j) The arrangements relating to the intellectual property of students (Section 11)
- (k) The University's approach to Freedom of Speech (Section 12)

## Contacts

Questions regarding this document can be directed in the first instance to [registry.policies@canterbury.ac.uk](mailto:registry.policies@canterbury.ac.uk), and may be referred to another, appropriate University team as required.

# Conditions of Student Registration

## Contents

<b>1. Scope .....</b>	<b>4</b>
<b>2. Admission .....</b>	<b>4</b>
General Entrance Requirements .....	4
Recognition of Prior Certificated Learning (RPCL), Prior Experiential Learning (RPEL) and Advanced Standing .....	5
Health and Previous Criminal Convictions.....	5
Fraudulent Applications and Registrations .....	6
<i>Applicants</i> .....	6
<i>Registered Students</i> .....	6
Re-Application of Students who have studied at the University previously.....	7
Admissions Complaints and Appeals.....	7
<b>3. Registration .....</b>	<b>7</b>
General .....	7
Registration on Taught Courses .....	8
Requirements Relating to Overseas (including EU) Students.....	9
Registration on Research Courses.....	9
Failure to Register.....	9
Temporary Registration .....	10
Interruption of Study .....	10
Transfer of Registration between Courses .....	11
Registration Arrangements for Students' Union Elected Representatives .....	12
Module Registration.....	12
University Student ID Card .....	12
Change of Personal Details and Address .....	13
Electronic Communications.....	13
<b>4. Payment of Tuition Fees.....</b>	<b>14</b>
Student Responsibility to Pay Fees .....	14
Payment of Fees or Arrangements to Pay.....	14
Annual Fee Increases.....	14
Sanctions if tuition fees are not paid when due .....	15
Withdrawing ('Leaving') or Interrupting ('Taking a break') from a Course.....	15
Informing a Funding or Bursary Body of Changes in Circumstances .....	15
<b>5. Student Engagement and Attendance.....</b>	<b>16</b>
Academic Calendar Dates .....	16

## Conditions of Student Registration

Student Engagement and Attendance on Taught Courses of Study.....	16
<b>6. Special Requirements Relating to Students Subject to Visa Requirements (applicants &amp; registered students) .....</b>	<b>17</b>
General.....	17
Issuing of Confirmation of Acceptance of Study (CAS) .....	17
Students on the Student Route failing to attend their studies regularly .....	17
Withdrawal of students without permission to be in the UK .....	17
<b>7. Student Conduct .....</b>	<b>18</b>
<b>8. Academic Integrity.....</b>	<b>18</b>
<b>9. Withdrawal from a Course of study.....</b>	<b>18</b>
Withdrawal by the Student.....	18
Withdrawal by the University .....	19
Assumed Withdrawal.....	19
<b>10. Provision of Services in the Event of Emergencies or Industrial Action .....</b>	<b>21</b>
<b>11. Intellectual Property.....</b>	<b>22</b>
<b>12. Freedom of Speech .....</b>	<b>23</b>
<b>Schedule of Changes to Conditions of Student Registration August 2024 .....</b>	<b>26</b>

# Conditions of Student Registration

## 1. Scope

- 1.1 The requirements set out in this document relate to registration as a student at Canterbury Christ Church University ('the University').
- 1.2 Registration is the process of registering as a student on a course at the University and maintaining that student status until such time as:
  - 1.2.1 the course reaches its conclusion, as determined by the approved course duration and [University dates](#) (governed by the relevant academic calendar); or
  - 1.2.2 the student is withdrawn from the course;
- 1.3 The Conditions set out in this document are the general conditions relating to Student Registration. The focus is on how a student can register at the University, what has to be done to acquire and maintain student status, and how student status ceases, especially before a course is completed. In addition, students need to comply with the course requirements for which they are registered, as set out in the relevant Course Handbook.
- 1.4 The Conditions apply to students on all courses at the University, and to students on courses at all Partner Institutions approved or validated by the University.
- 1.5 In the event of any conflict with any other University statements, the provisions in these Conditions take precedence, subject to the rights of the student.
- 1.6 There is a separate Student [Privacy Notice](#) which should be read in conjunction with these Conditions.

## 2. Admission

### General Entrance Requirements

- 2.1 No student is to be registered for a course without satisfying the [general minimum entry requirements](#) of the University in relation to previous study, together with any specific entry requirements for the course, as approved by the University.
- 2.2 Applications for courses must be made as specified by the University.
- 2.3 An applicant may be accepted for admission only by the appropriate office designated by the University.
- 2.4 All applicants and registered students must meet the requirements of United Kingdom Visas and Immigration (UKVI). Any Overseas (including EU) applicants or students must also ensure they meet the requirements of their home country in relation to study abroad, unless they are applying to a distance learning course of study.
  - 2.4.1 Any Overseas (including EU) students on time limited visas are required to provide the University with confirmation of any application for or approval of an extension to their visa end date (or any other changes to their visa status) during their registration.

## Conditions of Student Registration

- 2.4.2 The University does not permit distance learning (remote study) in Russia, Belarus or Crimea.
- 2.5 The University reserves the right to refuse admission to an applicant to any course, subject to the University's procedures in force at the time for an applicant making representation against such refusal.

### Recognition of Prior Certificated Learning (RPCL), Prior Experiential Learning (RPEL) and Advanced Standing

- 2.6 Applicants may be admitted onto taught courses, and research degree courses with taught elements, on the basis of prior credits achieved on another course at the University or at another institution, or accredited work experience, where they meet the requirements set out in:
  - 2.6.1 The University's [Regulations for Taught Awards](#) Recognition of Prior Learning (RPL) arrangements (alongside any Faculty-specific [RPL](#) requirements), at the time of application; *and*
  - 2.6.2 (where appropriate) the [Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award](#); *and*
  - 2.6.3 (where appropriate) the [Procedure for Admission to Undergraduate Courses with Advanced Standing](#).
- 2.7 No University credit will be awarded for Advanced Standing, and no marks from the imported award will be used by the University for the classification of any award.
- 2.8 Where RPCL is agreed, those imported credits will be reflected on a student's record. However the University will not award those credits (as they have already been awarded) and no marks from the imported credits will be used by the University for the classification of any award (unless an exception is permitted in a Course's agreed Additional Regulations).

### Health and Previous Criminal Convictions

- 2.9 Applicants and students must satisfy any specific course requirements in relation to health and character.
- 2.10 Applicants and students must inform the University in writing, without delay, of any change in these circumstances that may affect their application or registration. In the case of applicants, the Director of Admissions is to be informed. In the case of students, their Course Director is to be informed.
- 2.11 Where a course requires students to provide a satisfactory check from the Disclosure and Barring Service (DBS), and such checks are pending at registration, students may be permitted temporary registration, as set out in Section 3, provided the application for the relevant checks has been made.
- 2.12 Where a student is referred to Occupational Health and their clearance is pending at registration, the student may be permitted temporary registration, as set out in Section 3, provided the Referral has been made.
  - 2.12.1 For students on regulated courses which include a placement, students who receive late clearance may be required to interrupt and return at the appropriate point in the next academic year.

## Conditions of Student Registration

- 2.13 Should any Occupational Health and/or DBS check subsequently prove to be unsatisfactory, the University reserves the right to terminate the registration and withdraw the student from the course.
- 2.13.1 The student may apply for transfer to another course where such a check is not required, where they meet the requirements in sections 3.36-44.
- 2.14 It is a condition of registration on any course requiring a satisfactory check from DBS that the student maintains good standing in relation to their behaviour and, where required, subscribes to the criminal record status check service.
- 2.15 Where there is a course requirement, a student must declare in writing and without delay to the Course Director any criminal investigation, caution or conviction. The Course Director will advise the student of any action the University will need to take given the nature of the offence concerned.
- 2.16 Where a periodic declaration of good health, good character or criminal investigation, caution or conviction is required by the course, students are required to make such full and accurate declarations by the time stated.
- 2.17 Failure to make such declarations required in relation to good health, good character or criminal investigation, caution or conviction may lead to disciplinary action under the [Student Conduct Procedure](#), [Low Level Concerns and Fitness to Practise Policy and Procedure](#), or [Professional Suitability Policy and Procedure](#).

## Fraudulent Applications and Registrations

### *Applicants*

- 2.18 The University may remove the offer of a place of any applicant who made a materially false statement in the admission process by:
- 2.18.1 providing false or misleading information; *and/or*
- 2.18.2 not disclosing information that would have adversely affected the determination of the application.

### *Registered Students*

- 2.19 The University may declare void the registration of any student who made a materially false statement in the registration process by:
- 2.19.1 providing false or misleading information; *and/or*
- 2.19.2 not disclosing information that would have adversely affected the determination of the application or registration.
- 2.20 The University will provide an applicant or registered student with a statement of the reasons for declaring void an offer of a place, or their registration. An applicant may make representation against the decision under the [Admissions Complaint & Appeal procedure](#). A registered student may make representations against the decision under the University's [Student Complaint Procedure](#).

## Conditions of Student Registration

- 2.21 The voiding of a student's registration shall not affect the University's contractual right to payment for the provision of tuition and other services provided up to the date of the notification that the student's registration has been declared void.

### Re-Application of Students who have studied at the University previously

- 2.22 Students who have previously undertaken study at the University and were not able to complete their course, and wish to re-apply and return to study for the same (or a similar) course will be considered under the [Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award Policy](#).

### Admissions Complaints and Appeals

- 2.23 Complaints and appeals relating to the admissions process are made under the [Admissions Complaints and Appeals Procedure](#).

## 3. Registration

### General

- 3.1 Students are required to register at the commencement of the course and to re-register at the commencement of each year or stage. The terms 'register' and 'registration' used in this document refer to both initial registration and re-registration. Unless stated otherwise, the requirements in Section 3 apply to all students, including those studying with Partner Institutions.
- 3.1.1 Students at Partner Institutions must register with the University, even if they are also required to register with the Partner Institution. Failure to register with the University within the required timeframes may lead to termination of their registration.
- 3.2 The maximum period of registration on the course is set out in the [General Regulations for the Conferment of Awards](#).
- 3.2.1 Some professionally regulated courses may have an agreed alternative maximum registration period; in such cases, the Course documentation available to students will confirm the maximum permitted registration period.
- 3.3 As part of the registration process, students are required to provide the University with original copies of documents, including any proof of identity or original certificates (as proof of qualifications), required by the University. Students will be notified of what is required, in advance of their registration. Students are to provide all necessary information to enable the University to administer their course and complete statutory returns, including the provision of additional documentation where necessary.
- 3.3.1 Students are required to provide all requested documentation within a specified period of time, usually 3 weeks after the start of teaching for their course's calendar. If a student does not provide the requested documentation within the required timeframe, their registration will be terminated.
- 3.4 Student status commences on completion of initial registration for a course and continues, unless otherwise terminated, until the end of the specified period of study, including any extension of the



## Conditions of Student Registration

period of study approved by the University. Continued registration is subject to a requirement to re-register at the start of each course, year or stage.

- 3.5 All prospective or continuing students must register at the required times in accordance with procedures determined by the University. The University reserves the right to withdraw a student or defer an application to study where a student fails to register in the time frame determined by the University.
- 3.6 Students are required to register using their full legal name and promptly advise the University where there has been a change of name. Documentary evidence will be required before a change of name can be processed.
- 3.7 A student on a full-time course of the University may not simultaneously register for, or attend, any other full-time course at this or any other university or higher education institution without the prior approval of the Director of Registry Services (or nominee), unless required to do so as part of the University course for which the student is registered.
- 3.8 Registration will cease, except where otherwise provided for in these Conditions, when the student has:
  - 3.8.1 withdrawn from the course; *or*
  - 3.8.2 been withdrawn from the course; *or*
  - 3.8.3 completed the course and been recommended for an award by the Board of Examiners for the course for which the student registered.

### Registration on Taught Courses

- 3.9 A student must not allow paid employment or other activities to conflict with the study required by the modules and course for which they are registered. In the case of students on a Student Route visa, they must also comply with the conditions of their visa (as set out in Section 6).
- 3.10 Students following taught courses at the University must register on the course by a date prescribed and published by the University or relevant partner institution (usually by no later than three weeks after teaching for the course's calendar begins) otherwise their registration will be terminated.
- 3.11 Students must register at the beginning of each course year or stage relevant to the course. After the initial registration, a student is only permitted to re-register provided that all academic and tuition fee requirements of the previous course year or stage have been met at the time of re-registration.
- 3.12 Students register for a course on either a full-time or part-time basis, but may apply to the University to change their mode of study (using the [Changes to Study](#) process), where they are eligible to do so and where alternative modes of study are available for the course.
  - 3.12.1 Each application to change the mode of study will be considered on a case-by-case basis.
  - 3.12.2 Students should seek advice before requesting a change of mode, in case of implications for student funding eligibility.
  - 3.12.3 Students on a Student Route visa may not request to study part-time or as distance learning.
- 3.13 The University will notify the UKVI authorities of any students holding a Student Route Visa who formally interrupt, withdraw or have been withdrawn from their studies following registration.



## Conditions of Student Registration

### Requirements Relating to Overseas (including EU) Students

- 3.14 Students studying at the University will be required to provide evidence of their leave to stay in the UK. The evidence required is a student visa, work permit or some other form of leave to remain, together with a valid passport. Where the student has an outstanding application with the UKVI, satisfactory evidence must be provided.
- 3.15 Where a student fails to provide the required evidence by the specified date, the University will presume the student does not have valid leave to study in the UK. A formal notification will be issued advising the student that failure to produce the required documents within 14 calendar days will result in cancellation of the student's registration and the appropriate notification being sent to the UKVI.
- 3.16 If a student allows their leave to stay to lapse, the University will withdraw the student from the course and the University with immediate effect. The student will be advised to leave the UK and to return home.
- 3.17 The student will be informed in writing by the UKVI Authorising Officer (or nominee) of their withdrawal from the course and the University because they do not have valid leave to study in the UK.
- 3.18 A student required to withdraw will not be entitled to the refund of tuition fees other than in accordance with the provisions set out in [Your Fees Your Responsibilities](#) Overseas Students guidance.
- 3.19 In the instance of Student Route Visa holders, UKVI will be informed that the student is being withdrawn because the student does not have valid leave to study in the UK.

### Registration on Research Courses

- 3.20 Students must register on a research course within the timeframe determined by the University, and normally prior to commencing the course.
- 3.21 Only registered students are entitled to supervision and research training, and access to computing, laboratory or other University facilities. A student requiring substantive supervision and/or access to computing or laboratory facilities must remain registered with the University.
- 3.22 All research students are required to register annually, until the submission of the thesis and any other required reports and examinations are completed.
- 3.23 Continued registration as a research student will be subject to satisfactory progress and satisfactory performance in any prescribed examinations, training or other progression assessments.
- 3.24 Where there is unsatisfactory progress and/or performance, the Research Degrees Board may require the termination of a student's registration and withdrawal from the course.

### Failure to Register

- 3.25 The University reserves the right to cancel the offer of a place, or a student's registration, on any year or stage of the course if the student fails to register in the timeframe determined by the

## Conditions of Student Registration

University, subject to any restrictions on registration made by UKVI. The requirement relates to initial registration and re-registration.

- 3.25.1 Where the University cancels the offer of a place or registration for a Student Route visa student, the UKVI Authorising Officer (or nominee), will notify the UKVI of this fact and advise the student to return home.
- 3.26 The University may, in exceptional cases, extend for a particular student the period to undertake the required registration, including registration at a partner institution, where there is good cause to do so.
  - 3.26.1 Where a student is permitted to complete registration late, the student may be required to interrupt that academic year and return at the appropriate point in the next academic year, where it is determined too much learning has been missed to enable successful completion of the Level/Stage/Award in the current academic year.
  - 3.26.2 If a student fails to complete their registration by the extended date, their registration will be terminated.

### Temporary Registration

- 3.27 Where a student is unable to provide satisfactory evidence of one or more of the requirements for registration, but has (or is) undertaken steps towards meeting the requirements, the student may be provided with a status of 'temporary registration'.
- 3.28 If the student cannot provide the necessary evidence in the timeframe determined by the University for completion of their full registration, the University reserves the right to void the student's registration. Any representation against such a decision will be made in accordance with the University's [Student Complaints Procedure](#).
- 3.29 The voiding of the student's registration does not affect the University's contractual right to payment for services provided up to the date of notification that registration is void.

### Interruption of Study

- 3.30 The University may give permission to students to either:
  - 3.30.1 Take a short, authorised, absence from their studies. This type of absence must be requested by contacting their Faculty Administrative team or, for students on a Student Route visa, by submitted the UKVI Student Absence Form.
  - 3.30.2 Temporarily suspend their studies for a longer, specific period of time during their course, with a view to returning at a later date. This is known as an interruption of study. The student must make an application for an interruption of study using the Changes to Study process, as outlined in the [University Interruptions Policy](#).
- 3.31 A student on a Student Route visa is required by the UKVI to return to their home country during the period of interruption. Details of how this requirement is applied can be found in the UKVI Sponsored Students attendance and engagement guidance.
- 3.32 The University reserves the right to refuse to issue a further Confirmation of Acceptance of Study (CAS) if a student breaches UKVI rules by remaining within the United Kingdom during the interruption period.

## Conditions of Student Registration

- 3.33 During the period of interruption, the student may inform the University in writing of their intention not to return to their studies. In such cases, the student will be recorded as having withdrawn from the course, and will cease to be a student from the last recorded date of engagement (which may be a recorded date relating to attendance at a learning event, use of the Learning Platform or submission of an assessment).
- 3.34 After the period of interruption has expired, a student who fails to return to the course and complete any specified registration requirements within 20 working days of the interruption period end date, will be assumed to have withdrawn and an assumed withdrawal will be applied to their record.
- 3.35 Any representation against an assumed withdrawal will be considered under the [Student Complaints Procedure](#).

### Transfer of Registration between Courses

- 3.36 A student is accepted for and registered on a specific course and has no automatic right to transfer to another course.
- 3.37 Any application for a transfer to a different course must be made using the Changes to Study process, as advised on the [University website](#). The decision on an application for transfer between courses will be made by the relevant Course Director.
- 3.38 Each request for a course change will be considered by the University on a case-by-case basis, considering the requirements of the course into which the student is applying to transfer.
- 3.39 The University reserves the right to refuse a request for a transfer of course.
- 3.40 In making a request to transfer between courses, the student may request to transfer none, some or all, of the modules successfully completed to date, onto the new course (where appropriate). Where students transfer between courses, the Course Director for the new course will determine, following consultation with the student, which, if any, module marks are to be carried forward from the original course to the new course, and whether a waiver of any course requirements is to be permitted.
- 3.41 Where a student is registered (or due to register) as Reassessment with Attendance and requests to transfer to another course in that academic year, if the request is approved the following will apply:
- 3.41.1 Any modules carried forward from the original course to the new course will remain Reassessment with Attendance and outstanding assessments will be capped in line with the relevant Regulations;
  - 3.41.2 For any new modules to be completed for the new course, three assessment attempts will be available, with the first of the three attempts (only) uncapped;
  - 3.41.3 Tuition fees for new modules will be charged at the full rate; carried forward modules from the old course will be charged in line with Reassessment with Attendance proportional fee arrangements.
  - 3.41.4 If a student does not pass the Level (or award) for the new course at the end of that academic year, they will not be eligible for a further Reassessment with Attendance year (any remaining reassessment will be completed without attendance).

## Conditions of Student Registration

- 3.42 Where there is a difference in tuition fees between courses, the tuition fees for the new course become payable once the request for transfer is approved. Where a refund is due, it will be payable once the transfer is approved.
- 3.43 Students should seek advice before requesting a transfer, in case of implications for student funding eligibility.
- 3.44 A Student Route visa student who wishes to transfer between courses cannot do so without the permission of the Compliance Team, as this can affect their visa (a transfer of course may necessitate a new visa application in some cases, and the student would need to consider the cost of doing so).

### Registration Arrangements for Students' Union Elected Representatives

- 3.45 A Students' Union Elected Representative who has not completed their course is to consult the University about the arrangements for taking sabbatical leave as soon as possible after the election, and not later than 1 July following the election.
- 3.46 During their period of office, a Students' Union Elected Representative is deemed to be a registered full-time student of the University, and retains library usage rights, access to their University computing account and Student Wellbeing Services, and is subject to University requirements.

### Module Registration

- 3.47 Students on taught courses, and students on research degree courses with taught elements, are required to attend and complete modules in accordance with the relevant course requirements.
- 3.48 Students are responsible for checking at the start of the year that they are on the correct modules for their course (level and/or stage); this includes ensuring they are on the required number of credits. They are also responsible for checking they are on the correct modules should they request, and have approved, a Changes to Study which results in a change to their course or modules.

### University Student ID Card

- 3.49 The student is to provide the University with an appropriate photographic image for use on the [Student ID Card](#), a copy of which will be retained by the University as part of its records, for the duration of a student's period of study.
- 3.50 The Student ID Card is issued by the University, except for some courses taught with Partner Institutions. The Student ID Card is issued following completion of registration.
- 3.51 By accepting the Student ID Card, the student is accepting the published conditions of use of the Student ID Card in force at the time, which may be amended by the University. Registration with the e-Library and Society of College, National and University Libraries (SCONUL) is conditional upon the issue of the University Student ID Card.
- 3.52 The Student ID Card remains the property of the University and may be withdrawn at any time by the University. The University reserves the right to request the return of the Student ID Card when the student ceases to be registered with the University.

## Conditions of Student Registration

- 3.53 The use of the Student ID Card is personal to the student to whom it is issued. The student may not authorise the use of their Student ID Card by another person.
- 3.53.1 A student found to be using a Student ID Card belonging to another person, or to have permitted another person to use their Student ID Card, may be subject to disciplinary action under the [Student Conduct Procedure](#).
- 3.53.2 No student may use or tamper with a University Student ID Card in such a way as to use or gain benefit from or access to buildings, services or other facilities of the University to which the student is not entitled.
- 3.53.3 A student found to have used the Student ID Card in an unauthorised way, or tampered with the Student ID Card may be subject to disciplinary action under the [Student Conduct Procedure](#).
- 3.54 Students are required to produce their Student ID Card to confirm their identity when asked to do so by any member of University Staff, including at times of attendance at University examinations.
- 3.55 A student who loses their Student ID Card must inform the University immediately, and a replacement will be issued on payment of the published fee.
- 3.56 The Student ID Card will expire on completion of the student's period of registration, including any period of extension of course or period of assessment.

## Change of Personal Details and Address

- 3.57 Students are required to ensure that their personal details held by the University are up to date. Students should inform the University of any changes to their personal and address details. Such changes must be made promptly and are to be made in accordance with the arrangements specified by the University.
- 3.57.1 Students should ensure, prior to exiting the University, that their contact details are up-to-date, to facilitate (where an award has been made) Certificates being sent.
- 3.58 The University reserves the right to request original proof of any change of personal details or address.
- 3.59 Students are to provide the contact details of a trusted individual the University may contact when it has a concern about a student's health, safety or welfare. Students are requested to ensure they have the trusted individual's permission to share these details with the University. These details can be maintained using the student's [MyRecord](#).
- 3.59.1 The University explains when and why it will make contact in the [Trusted Contact Privacy Notice](#).

## Electronic Communications

- 3.60 The University uses email to issue communications. The student's dedicated University email account will normally be used (except where a different account is agreed for use, with specific Partners) by the University to communicate important information about registration, module enrolment, assessment, progression or award decisions and other administrative matters.

## Conditions of Student Registration

- 3.61 Students are required to activate and use their University email accounts during their registration at the University. Once registered, students (including those away from the University on placement or other activities), are expected to check their accounts regularly.

## 4. Payment of Tuition Fees

### Student Responsibility to Pay Fees

- 4.1 Registration requires a binding undertaking to pay the required tuition fees by the student for the course on which the student is registered. A student must pay in full or have an agreed arrangement to pay the tuition fees before commencing study at the University. Payment of tuition fees is the responsibility of a student. It means a student must make sure the tuition fees are paid, even if they are not paying the tuition fees themselves (for example, if a Sponsor or the Student Loans Company is paying the tuition fees on behalf of the student).
- 4.2 It is the student's responsibility to apply promptly to the Student Loans Company (SLC) if they are applying for a Tuition Fee Loan for the payment of tuition fees. This is to ensure that timely payment is made to the University. A student remains responsible for the payment of fees at all times. If the SLC is unable to pay the tuition fees as the student is not eligible for a Tuition Fee Loan, the student remains responsible for their payment.
- 4.3 Arrangements may be made for a student's tuition fees to be paid by a sponsor, but in the event of a default by the sponsor, the student is liable for the tuition fees. Family members are not regarded as sponsors.

### Payment of Fees or Arrangements to Pay

- 4.4 The University will provide students with the opportunity to pay their tuition fees, or set up an arrangement to pay their tuition fees, as part of the registration process. All tuition fees must be paid in accordance with the requirements set out in the [Your Fees Your Responsibilities](#) Home Students or Overseas (including EU) Students guidance, which can be found here: [Finance](#).

### Annual Fee Increases

- 4.5 Tuition fees may be subject to an annual inflationary increase for every year of study, where the course registration lasts longer than one year.
- 4.6 The year-on-year tuition fees for courses, where fees are set in line with the maximum Government tuition fee cap, will rise in line with any subsequent inflationary increase approved by Parliament. The University will publish information about the level of any inflationary increase on its website following a Government announcement.
- 4.7 The year-on-year tuition fees for all other undergraduate and postgraduate courses, where the UK Government does not set the tuition fees, will rise each year during the course in line with RPI. Further details can be found in the Tuition Fee Statements and continuing fee information which can be found in the Terms & Conditions information [here](#).



## Conditions of Student Registration

- 4.8 A student who has problems paying their tuition fees must let the Accounts Receivable Team in the Finance Department know as soon as possible by emailing [accounts.receivable@canterbury.ac.uk](mailto:accounts.receivable@canterbury.ac.uk) or via telephone on 01227 924747.

### Sanctions if tuition fees are not paid when due

- 4.9 Sanctions for non-payment of tuition fees will be applied under [Your Fees Your Responsibilities](#) Home Students or Overseas (including EU) Students guidance. Sanctions for unpaid tuition fees may include one or more of the following:
- 4.9.1 **Withdrawal of University IT and Library facilities.** This sanction may be applied when a third reminder letter is sent and the student does not contact the Finance department. The University may also withdraw these facilities if the student does not set up an appropriate arrangement to pay.
  - 4.9.2 **Preventing progression from one year or stage to the next.** Students with outstanding tuition fees may not be able to progress from one year or stage of study to another. In addition, the students may not be able to receive official confirmation of their results, including a transcript of their study to date.
  - 4.9.3 **Termination of registration.** Where tuition fees remain unpaid and the final reminder letter is sent, the University may require a student to withdraw from the course. The student remains liable for the outstanding tuition fees.
  - 4.9.4 **Not receiving an award or attending a graduation ceremony.** Students with outstanding tuition fees on completion of their course will not normally receive their award (including a transcript of any study completed) or be invited to attend a graduation or award ceremony.
  - 4.9.5 **Not being allowed to start another course at the University.** Students who leave the University with an outstanding tuition fee debt will not normally be eligible for re-admission to any other course offered by the University unless the outstanding debt is paid.
  - 4.9.6 **Debt Collection.** The University reserves the right to place outstanding debts into the hands of a debt collection agency and take action through the Courts. Debt recovery fees that are reasonably incurred will be charged to the student as appropriate.

### Withdrawing ('Leaving') or Interrupting ('Taking a break') from a Course

- 4.10 If a student withdraws from, or is permitted to interrupt, a course of study, any remission or refund of tuition fees or any tuition fee liability due, will be calculated in accordance with [Your Fees Your Responsibilities](#) Home Students or Overseas (including EU) Students guidance.

### Informing a Funding or Bursary Body of Changes in Circumstances

- 4.11 It is the student's responsibility to promptly inform any relevant funding and bursary body of any change in circumstances regarding their studies, including withdrawal from the course, interruption or ceasing to attend. Where required, the University will confirm a change in circumstances.



## Conditions of Student Registration

### 5. Student Engagement and Attendance

#### Academic Calendar Dates

- 5.1 Students at the University must be available to undertake any activity relating to their studies during the relevant published [University dates](#) for their course of study.

#### Student Engagement and Attendance on Taught Courses of Study

- 5.2 The University provides students and staff with guidance on attendance and engagement expectations and approaches.
- 5.3 The University expects that all students will participate fully in the learning activities associated with each module, attending taught sessions from the start of the course, undertaking all components of associated assessment and engaging with any required placement or practice learning (where required by the course).
- 5.4 Students who experience difficulties which may impact their ability to engage and attend are expected to seek support through the appropriate route, in a timely fashion (including making a request to interrupt, where appropriate).
- 5.5 Attendance at timetabled sessions and engagement with learning opportunities are fundamental parts of the student learning experience. By attending and engaging with learning opportunities and activities (on campus and digital), students increase their chances of success.
- 5.6 Students are expected to take responsibility for organising their studies, understanding the expectations of their course (including attendance and engagement, assessment and examination), make themselves available to undertake all activities relating to their course, and achieve their potential through the successful completion of each stage of their studies.
- 5.7 Students are required to record their attendance at learning activities at the start of each timetabled session, through the appropriate method. For example, for in-person teaching activities where the facility exists, a student will normally be expected to 'tap in' using their Student ID Card.
- 5.8 Faculties and Schools (including those at Partner Institutions, where appropriate) will monitor student attendance and engagement, reviewing attendance and engagement records regularly throughout the year. Action will be taken where attendance and/or engagement is not satisfactory, to discuss the reasons for non-engagement (and where necessary agree appropriate support). Students will be made aware that their student finance may be at risk, if they fail to maintain satisfactory attendance.
- 5.9 Students may be subject to additional attendance and engagement requirements where:
- 5.9.1 Professional, Statutory or Regulatory Body (PSRB) regulations apply.
- 5.9.2 An international student is covered by Student Route visa requirements, and so is subject to additional obligations (set out in the relevant UKVI Sponsored Students attendance and engagement guidance, and Section 6 of this document).
- 5.10 Failure to meet the University's (or course / visa specific) engagement and attendance requirements and thresholds, following appropriate steps by the University (or Partner) to re-engage the student, will normally result in students being 'assumed withdrawn' by the University (see Section 9.12).

## Conditions of Student Registration

5.11 If a student believes they will need to be absent (due to exceptional reasons) during a teaching and/or assessment period for a short (e.g. one week) amount of time, they must contact their Course Team using the approved University (or Partner Institution) process, or for Student Route visa students follow the process for requesting a short absence set out in the UKVI Sponsored Students attendance and engagement guidance.

5.11.1 If a student believes they may require an extended period of absence from their studies (with a view to returning at a later date), they must use the University's 'Taking a Break' (interruption) process.

## 6. Special Requirements Relating to Students Subject to Visa Requirements (applicants & registered students)

### General

6.1 Students in attendance at the University who are sponsored for study via a Student Route visa are required to meet the conditions of their visa.

### Issuing of Confirmation of Acceptance of Study (CAS)

6.2 The University reserves the right to refuse to issue a CAS to applicants and students who:

6.2.1 have breached the Immigration Rules, such as through a lack of attendance and engagement; *or*

6.2.2 cannot meet the necessary funding requirements as stated in the Immigration Rules that would result in an automatic refusal of their visa application; *or*

6.2.3 will not be able to complete their course due to the time limit restrictions stipulated by UKVI.

### Students on the Student Route failing to attend their studies regularly

6.3 The University sets out the attendance and engagement requirements for such students in the UKVI Sponsored Students attendance and engagement guidance. The guidance confirms how the University will monitor attendance and engagement and the action it may take, should a student fail to meet these requirements (including where this impacts on University sponsorship of the student and that student's registration status, and where UKVI would be notified).

### Withdrawal of students without permission to be in the UK

6.4 It is the student's responsibility to keep their visa current.

6.5 Where a Student Route visa student who allows their leave to stay to lapse and requests the University provides a CAS to apply for an extension of studies, the University will consider each request on a case-by-case basis. The University will not issue a CAS unless there are extremely exceptional and documented circumstances, for instance if the student was hospitalised. A decision to issue an over-stayer with a CAS will be taken by the UKVI Authorising Officer (or nominee).

## Conditions of Student Registration

### 7. Student Conduct

- 7.1 Students are expected to act in accordance with the expectations and principles set out in the [Expected Behaviours of Students](#) and [Student Conduct Procedures](#), physically, verbally, digitally, whether on or off University premises, via social media, electronic messaging, apps, learning platforms, or any other online platform.
- 7.1.1 Students registered on courses subject to Professional Body requirements are also expected to act in accordance with the [Code of Student Professional Conduct](#),
- 7.2 The [Student Conduct Procedure](#) explains how the University will consider allegations of unacceptable behaviour and allegations of misconduct. This may also include a referral to the [Low Level Concerns and Fitness to Practise](#) or [Professional Suitability](#) policies and procedures, where appropriate.
- 7.3 Following an investigation under the Student Conduct Procedure (or one of the other procedures in 7.2) one or more penalty may be applied to the student. Such penalties may include suspension, exclusion and/or expulsion.
- 7.3.1 Students who wish to submit an Appeal relating to a decision, must do so in line with the relevant Procedure under which the decision was taken.

### 8. Academic Integrity

- 8.1 Students are required to act with academic integrity in relation to all their assessments, in accordance with the [Academic Integrity Policy](#) (and, where appropriate, the [Research and Enterprise Integrity Framework](#)). Students may be subject to disciplinary action for breaches of the Academic Integrity Policy through the Academic Misconduct Procedure. Action under this procedure may lead to a sanction being applied to the student, which may include expulsion from the University.
- 8.1.1 Students who wish to submit an Academic Misconduct Appeal must do so in line with the relevant Procedure under which the decision was taken.

### 9. Withdrawal from a Course of study

#### Withdrawal by the Student

- 9.1 A student must inform the University in writing, using the Changes to Study process, of their intention to withdraw from their course.
- 9.2 The effective withdrawal date shall be the last recorded date of engagement held by the University. This may be a recorded date relating to attendance at a learning event, use of the Learning Platform or submission of an assessment.
- 9.3 In exceptional cases, the Director of Registry Services (or nominee) may agree with the student a withdrawal date that is different from the effective withdrawal date specified in 9.2.

## Conditions of Student Registration

- 9.4 A student remains liable for payment of tuition fees up to the date they notify the University of their intention to withdraw through the Changes to Study process, in line with 4.10.
- 9.5 It is the responsibility of the student to inform any funding and bursary body promptly of their withdrawal from the course. Where required, the University will provide confirmation of their withdrawal.
- 9.6 Student Route visa students who choose to withdraw from their course will have their sponsorship withdrawn with UKVI.

### Withdrawal by the University

- 9.7 The University reserves the right to withdraw a student from their course of study (including termination, voiding or cancelling of registration or expulsion).
- 9.8 Normally, the withdrawal will arise in one or more of the following circumstances, subject to any representation made under the appropriate procedure:
- 9.8.1 Where a student has failed to meet their registration (or re-registration) requirements, as set out in this document (including unsatisfactory Occupational Health and/or DBS check/referral or failure to complete registration within the required timeframe); *or*
  - 9.8.2 a decision taken by a Board of Examiners, in line with the relevant Regulations and Procedures, that the student is required to withdraw from the course and/or the University due to academic or placement/practice failure; *or*
  - 9.8.3 through disciplinary action taken under the [Student Conduct Procedure](#), [Low Level Concerns and Fitness to Practise](#), [Professional Suitability](#), or [Academic Misconduct Procedure](#) (where the penalty applied includes termination of registration or expulsion); *or*
  - 9.8.4 through action taken under the [Student Fitness to Study Procedure](#) (where the action taken includes the requirement to withdraw); *or*
  - 9.8.5 through non-payment of tuition fees sanctions, in accordance with [Your Fees Your Responsibilities](#) Home Students or Overseas (including EU) Students guidance and Section 4 of this document; *or*
  - 9.8.6 where a Student Route visa student's leave to study lapses, or where they are found to be in breach of any requirements set out in Section 6.
- 9.9 The effective withdrawal date by the University is the last date of engagement recorded by the University.
- 9.10 The University will inform any relevant funding and bursary body of the student's withdrawal from the course.
- 9.11 Where a Student Route visa student is withdrawn, their sponsorship will be withdrawn with UKVI.

### Assumed Withdrawal

## Conditions of Student Registration

- 9.12 A student will be assumed not to be an active student and will be formally withdrawn in the following circumstances:
- 9.12.1 where they fail to sufficiently meet all relevant attendance and engagement requirements for their course of study and visa status (see Sections 5 and 6), including engagement with digital learning and resources, and submission of assessment; *or*
  - 9.12.2 where, following an Interruption a student fails to return to their course and complete any specified registration requirements within 20 working days of the Interruption period end date; *or*
  - 9.12.3 where the student fails to respond to official correspondence from the University within the required timeframe.
- 9.13 The University will write to the student in advance of any assumed withdrawal being made.
- 9.13.1 The student will be given 10 working days from the date of that notification to provide information to demonstrate sufficient engagement, or agree on plans to resume engagement.
  - 9.13.2 In the case of Student Route visa students, the UKVI requirements are such that they have 7 working days to respond before a report is made by the University to the UKVI.
- 9.14 The effective withdrawal date will be the last date of engagement as recorded by the University.
- 9.14.1 The last date of engagement will be confirmed in the written notification to the student of the assumed withdrawal.
- 9.15 Where a student responds within the required timeframe in 9.13, and sufficiently demonstrates their engagement or agrees a plan to resume engagement, the student will not be Assumed Withdrawn.
- 9.15.1 The University reserves the right to apply the assumed withdrawal decision despite contact from the student, where insufficient evidence of engagement is provided or where the student does not agree to an appropriate re-engagement plan within the required timeframe.
  - 9.15.2 Where it is agreed (following contact from the student) that assumed withdrawal will not be applied, the student may be required to interrupt the current academic year and return at the appropriate point in the next academic year, as appropriate.
  - 9.15.3 Should the student subsequently fail to keep to the agreed plan for engagement (including any agreed goals within the plan), without good reason, the University will apply the decision of Assumed Withdrawal.
- 9.16 Where a student does not respond, or establish agreed plans to resume engagement, within the required timeframe in 9.13 (or responds but does not provide information to sufficiently demonstrate engagement), the decision of assumed withdrawal will be formally applied to their record (and any funding bodies or, where appropriate the UKVI, will be informed of their withdrawal).
- 9.16.1 After the assumed withdrawal process has been completed, should a student wish to make representation against the decision they must use the [Student Complaints Procedure](#).
- 9.17 A student who is assumed withdrawn from their course and subsequently wishes to re-apply to study at the University must make their request through the Admissions process and will, where appropriate, be subject to the [Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award](#).

## Conditions of Student Registration

### 10. Provision of Services in the Event of Emergencies or Industrial Action

#### What We Consider Circumstances Beyond the Control of the University

- 10.1 Circumstances beyond the control of the University that might prevent it from providing the promised service include the following:
- 10.1.1 The consequences of a major natural disaster, fire and flood, civil commotion, and acts of terrorism (including cyber-terrorism).
  - 10.1.2 The actions or laws of any government, local authority or government body, including those outside the UK. These may relate to imposing travel restrictions, quarantines, immigration, and border restrictions, and the total or partial closure of university buildings may be needed.
  - 10.1.3 Industrial action taken by third parties outside the control of and not contracted to provide goods and services by the University.
  - 10.1.4 Where a Professional, Statutory or Regulatory Body, or other external governing body, alters or removes permission to teach and/or assess a particular course for a reason unconnected with the University's compliance with quality and standards.
  - 10.1.5 The immediate, but not long-term, effects of a severe public health incident, such as a pandemic.

#### Our Commitment to Minimise Disruption

- 10.2 Where circumstances beyond the control of the University interfere with our ability to provide education services, we will take all reasonable steps to minimise the disruption and prevent or minimise problems.

#### Examples of the Steps We Might Take

- 10.3 The steps depend on the circumstances but could include the following.
- 10.3.1 Changing the timetable, location of study, method of delivery of courses, assessments and assessment regulations.
  - 10.3.2 Changing course content, module offerings, placements, study abroad opportunities, years in industry and field trips.
  - 10.3.3 Removing the offer of a particular course, combinations within a course, and specific modules.

#### How We Will Keep Those Affected Involved and Informed

- 10.4 Where changes are necessary, we will:
- 10.4.1 Tell applicants and students about the changes, explaining why we need to make them in a clear and timely way.
  - 10.4.2 Keep changes to the minimum necessary and ensure as far as reasonably possible to match our contract with students.
  - 10.4.3 Consult with the Students' Union at an early stage.
  - 10.4.4 Treat students, individually and collectively, fairly and consistently.
  - 10.4.5 Consider the implications for those with particular vulnerabilities, including undertaking an equality impact assessment.
  - 10.4.6 Ensure we do not compromise academic standards and quality.



## Conditions of Student Registration

- 10.4.7 Explain what it means for a student's study, including identifying reasonable alternatives. We will follow our [Policy on Changes to Published Material Course Information](#), [Student Protection Plan](#) and (where relevant) [Student Refunds and Compensation Policy](#).
- 10.4.8 Provide regular and effective communication on our plans. We will do this with staff, applicants, students, and the Students' Union.
- 10.4.9 Deal promptly and effectively with any complaints that might arise.

## 11. Intellectual Property

- 11.1 Ownership of Intellectual Property created by a student, who is not also a University employee, normally rests with the student. However, the University may assert a proprietary interest in such intellectual property rights where:
  - 11.1.1 Development of the intellectual property has involved substantial use of University resources and/or services, beyond those needed to meet subject or course requirements;
  - 11.1.2 Development of the intellectual property has resulted from use of University intellectual property;
  - 11.1.3 The intellectual property forms part of the intellectual property generated by a team of which the student is directly or indirectly a member;
  - 11.1.4 The student is involved in a project funded by the University;
  - 11.1.5 The student is involved in a project/competition sponsored by a third party who has contracted with the University to own all resulting intellectual property rights. In this case, the student intellectual property rights need to be assigned to the University, so that it can be assigned to the third-party sponsor.
- 11.2 Students who are also University employees, including Research Assistants and Knowledge Transfer Partnership Associates, are treated as employees for the purposes of the University's [Intellectual Property Policy relating to Students](#). The employer of students employed by an organisation sponsoring their studies will be the first owner of any Intellectual Property arising, according to the nature of the work being undertaken. Ownership arrangements will otherwise be dealt with in accordance with the terms of the sponsorship agreement between the employer and the University.
- 11.3 Students grant to the University (and its subsidiaries) a nonexclusive, perpetual, world-wide, royalty free licence to use intellectual property created by a student as part of their course with the University for administrative, promotional, teaching and research purposes, with rights to sub-license, subject to the agreement of the student.
- 11.4 If a student creates intellectual property outside the scope of University studies, with significant use of University resources, an agreement will be drawn up beforehand regarding ownership of Intellectual Property.
- 11.5 Investment in or support of commercial development of a student's materials will be granted by the University only where an Intellectual Property Assignment agreement is in place which transfers ownership to the University. In this event, the student will be rewarded as if the person were a University Employee.
- 11.6 This section should be read in conjunction with the University's [Intellectual Property Policy relating to Students](#).



## Conditions of Student Registration

### 12. Freedom of Speech

#### Our Commitment to Free Speech

- 12.1 Canterbury Christ Church University strongly endorses and promotes freedom of speech and academic freedom as part of [our Mission and Values](#). It is enshrined in the [University's Articles of Association](#) (Article 92). Free speech supports an environment for innovation, critical thinking, and scholarly engagement. You can read more about our approach on [our free speech webpage](#).
- 12.2 Freedom of speech empowers all individuals to express their opinions and ideas openly without interference, provided these expressions are within the law.
- 12.3 Academic freedom safeguards academics' intellectual autonomy, enabling them to explore, question, and introduce new or contentious ideas within the law without fear of negative repercussions affecting their employment or careers.

#### Our Code of Practice on Free Speech

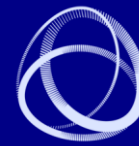
- 12.4 We set out our commitment to these principles in our [Code of Practice on Freedom of Speech and External Speakers](#), which emphasises the very high level of importance we attach to lawful free speech in expressing a viewpoint as foundational to a university.

#### Supporting a Diversity of Perspectives

- 12.5 We support individuals' right to express their views freely within the law to encourage a diversity of perspectives within the University, even when controversial or contested. We recognise that free speech within the law may include speech that some find offensive. We expect those attending University events to be respectful of others' differing opinions in the interest of open debate.
- 12.6 We integrate the free speech principles into our operational and policy-related activities to create an environment where we can promote different viewpoints while respecting the person.
- 12.7 We recognise the role of protest as a form of valid expression, provided it does not obstruct the free exchange of ideas, incite hatred or unlawful harassment or put individuals' health and safety at risk.

#### Addressing Concerns and Complaints

- 12.8 We have an internal process to address eligible complaints about free speech and a separate process for raising concerns about events.



## Conditions of Student Registration

Document Information	Description of Document Information
<b>Document Title</b>	Conditions of Student Registration
<b>Department Owner</b>	Registry Services
<b>Document Categories</b>	Administrative Practice Students
<b>Document Owner</b>	Director of Registry Services
<b>Document Manager</b>	Registry Policy & Projects Manager
<b>Related University Policies</b>	<a href="#">Academic Integrity Policy</a> <a href="#">Admissions and Recruitment Policy</a> <a href="#">Code of Student Professional Conduct</a> <a href="#">Expected Behaviours of Students</a> <a href="#">General Regulations for the Conferment of Awards</a> <a href="#">Intellectual Property Policy relating to Students</a> <a href="#">Interruptions Policy</a> <a href="#">Low Level Concerns and Fitness to Practise Policy</a> <a href="#">Policy on Changes to Published Material Course Information</a> <a href="#">Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award</a> <a href="#">Supporting Student Teachers and Professional Suitability Policy</a> <a href="#">Regulations for Taught Awards</a> <a href="#">Student Complaints Procedure</a> <a href="#">Student Conduct Procedure</a> Student Attendance and Engagement Approach (including UKVI Sponsored Students Attendance and Engagement guidance) <a href="#">Student Privacy Notice</a> <a href="#">Student Protection Plan</a> <a href="#">Student Refunds &amp; Compensation Policy</a> <a href="#">Trusted Contact Privacy Notice</a>
<b>Related University Procedures</b>	<a href="#">Academic Misconduct Procedure</a> <a href="#">Admissions Complaints and Appeals Procedure</a> <a href="#">Electronic Attendance Monitoring</a> <a href="#">Low Level Concerns and Fitness to Practise Procedure</a> <a href="#">Professional Suitability Procedure</a> <a href="#">Student ID Card</a> <a href="#">University dates</a> <a href="#">Your Fees Your Responsibilities</a>
<b>Approved by</b>	Senior Management Team
<b>Date Approved</b>	16 August 2024
<b>Date of Commencement</b>	1 August 2024

## Conditions of Student Registration

Document Information	Description of Document Information
<b>Review Date</b>	June 2025
<b>Version</b>	1.9
<b>History of revisions of the Document</b>	Version 1.0 approved by Senior Management Team June 2015 Version 1.1 approved by Senior Management Team June 2017 Version 1.3 approved by Senior Management Team June 2018 Version 1.4 approved by Senior Management Team June 2019 Version 1.5 approved by Senior Management Team July 2020 Version 1.6 approved by Senior Management Team June 2021 Version 1.7 approved by Senior Management Team June 2022 Version 1.8 approved by Senior Management Team June 2023
<b>Web Address</b>	<a href="https://www.canterbury.ac.uk/our-students/ug-current/academic-services/student-records-and-registration/student-terms-and-conditions">https://www.canterbury.ac.uk/our-students/ug-current/academic-services/student-records-and-registration/student-terms-and-conditions</a>

# Conditions of Student Registration

## Schedule of Changes to Conditions of Student Registration August 2024

### Table of Revisions to the Conditions

The University regularly reviews the Conditions of Student Registration to ensure they remain up to date.

In 2024, the University updated the document to ensure all links and terminology were up-to-date (as required), and agreed several revisions to the document; the table below sets out the nature of the main changes, and the reasons for making them. The University made the changes for one or more of the following reasons:

- (a) Changes had occurred to some of the terms used in the University, or role titles and responsibilities in relation to this document.
- (b) A relevant external or governmental body had introduced changes that needed reflecting in the conditions.
- (c) The University had made a change in how it works with students.
- (d) Some paragraphs no longer applied, or the statement / process was specified in another (appropriate) University document.
- (e) The University wished to include a further explanation to help students understand a particular process or requirement more clearly.

The table below explains the nature of the main, significant changes and why these were made.

Changes made throughout the document		
Section	Nature of the change	Reason for the change
<b>Section 2. Admission</b>		
2.4	2.4.2 was added	To reflect the subjectivities set by the University's Professional Indemnity Insurers
RPCL, RPEL, and Advanced Standing	2.8 was added in relation to RPCL	To provide additional clarity around how RPCL imported credits relate to the student record and classification calculations (separate from Advanced Standard imported credits)
Health & Previous Criminal Convictions	2.12.1 was added	To provide additional clarity regarding courses with placement requirements
Health & Previous Criminal Convictions	2.13.1 was updated	To provide greater clarity
<b>Section 3. Registration</b>		
General	3.1 was updated (including addition of 3.1.1)	To provide greater clarity regarding Partner student requirements
General	3.2.1 was added	To provide additional clarity
General	3.3 was updated (including addition of 3.3.1)	To provide greater clarity around document provision and timeframes for doing so
Registration on Taught Courses	3.10 was updated	To provide additional clarity about timeframes for registration and the implications should a student not complete registration by the required date

## Conditions of Student Registration

Registration on Taught Courses	3.13 was updated	To reflect that this would apply where students had requested to withdraw or where they were required to withdraw by the University
Registration on Research Courses	3.23 was updated	To provide greater clarity about assessment decision types
Registration on Research Courses	3.24 was updated	To provide additional clarity about withdrawal
Failure to Register	3.26 was updated, including addition of new 2.26.1 and 3.26.2	General reference to the requirement for evidence (formerly 3.25.1 in 2023/24 version) was removed, as communications with specific students would set out details of such requirements for exceptional extensions to the registration period (as appropriate). The two new additional sections were added to ensure greater clarity around the implications of late registration, and consequence of continued non-registration.
Interruption of Study	3.31 was revised in relation to the UKVI attendance and engagement document link	To reflect agreed changes to the University's Engagement and Attendance Policy and approach for 2024/25.
Transfer of Registration between courses	3.41 was added	To clarify how a change to course that applies to a Reassessment with Attendance Year applies
University Student ID Card	All references to SmartCard replaced with 'Student ID Card' throughout the section	To reflect a change in terminology applicable from August 2024 onwards
University Student ID Card	3.51 has been updated	The former separate 3.52 and 3.53 in 2023/24 have been moved into 3.51 as sub-points, for clarity
Change of Personal Details or Address	3.57 was updated with a new 3.57.1	To ensure clarity about the need for up-to-date contact details in relation to post-study documentation provision
Electronic Communications	'degree ceremonies' was removed from 3.60	To streamline the indicative list in this section
<b>Section 5. Student Engagement and Attendance</b>		
Student Engagement and Attendance on Taught Courses	'on Taught Courses' was added to this sub-heading	To ensure greater clarity around which student award types the requirements applied to
Student Engagement and Attendance on Taught Courses	All sections under this sub-heading were revised and, where necessary, re-ordered. The sub-heading 'Short Absence from studies' was removed as the sections previously under this had been incorporated into the new 'Student Engagement and	To reflect agreed changes to the University's Engagement and Attendance Policy and approach for 2024/25.

## Conditions of Student Registration

	Attendance on Taught Courses' section	
<b>Section 6. Special Requirements Relating to Students Subject to Visa Requirements (applicants &amp; registered students)</b>		
Students on the Student Route failing to attend their Studies Regularly	The naming convention for the UKVI Attendance and Engagement Policy was revised	To reflect changes to the University's overall Attendance and Engagement approach and documentation for 2024/25
6.3	The naming convention for the UKVI Attendance and Engagement Policy was revised	To reflect changes to the University's overall Attendance and Engagement approach and documentation for 2024/25
<b>Section 7. Student Conduct</b>		
7.1-7.3	Revisions made to the text	To provide additional clarity, and better reflect the updated Student Conduct Procedure terminology
<b>Section 8. Academic Integrity</b>		
Academic Integrity	A new Section header was added, and text relevant to this Policy was moved from the Student Conduct Section into 8.1	To ensure greater clarity around applicable procedures, by separating Academic Integrity from Student Conduct
<b>Section 9. Withdrawal from a Course of study</b>		
Withdrawal by the Student	9.4 has been added	To provide additional clarity around fee liability
Withdrawal by the University	Reference to Academic Misconduct was moved into section 9.8.3, and 9.8.4 was revised to reflect actions that may be taken under the Fitness to Study Procedure	To ensure greater clarity between disciplinary and support procedure actions
Assumed Withdrawal	9.12.3 was revised	To include clarification that response is required within a defined timeframe
Assumed Withdrawal	9.15 was amended, to include a new statement in 9.15.2	To clarify that interruption may be a requirement in some instances, where appropriate to the individual circumstances
<b>Section 10. Provision of Services in the Event of Emergencies or Industrial Action</b>		
Whole Section	All points within section 10 were revised and/or re-ordered	To reflect internal and external changes
<b>Section 12. Freedom of Speech</b>		
Whole Section	This new section was added for 2024/25	In August 2024, the University amended the statements relating to Free Speech following the Government's decision to pause changes to the law.

### Revision History before 2024

Revised version published in July 2015.

Updated July 2017 to take account of changes in title and webpages.

Updated June 2018 to take account of changes in title and webpages, include changes arising from the introduction of the Student Engagement in Learning Policy and withdrawal of the Attendance Policy, clarify existing procedures and renumber paragraphs and sections.

## Conditions of Student Registration

Updated June 2019 to take account of changes in title and webpages, clarify existing procedures and renumber paragraphs and sections.

Updated July 2020 to take account of changes in title and webpages, clarify existing procedures and renumber paragraphs and sections.

Updated June 2021 to take account of changes in title and webpages, clarify existing procedures and renumber paragraphs and sections.

Updated June 2022 to take account of changes in title and webpages, clarify existing procedures and renumber paragraphs and sections.

Updated June 2023 to take account of changes in titles, webpages, associated (new and existing) procedures/policies, changes in external requirements and renumber paragraphs and sections.

Updated August 2024 to take account of changes in titles, webpages, associated (new and existing) procedures/policies, changes in external requirements and renumber paragraphs and sections.