

Conditions of Student Registration

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| Approved by: | Effective date: | Next review: |
| Senior Management Team | 1 August 2022 | June 2023 |

Conditions of Student Registration

The Conditions of Student Registration regulates how an individual registers as a student and maintains registration with the University.

Who needs to know about the Regulation

- Staff in;
 - Registry
 - Marketing
 - Admissions
 - Finance
 - Graduate College
 - Learning and Teaching Enhancement
 - Student Wellbeing
 - i-zone
 - Faculty's
- 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 withdrawal process from a course and the University (Section 8)
- (h) How the University plans to maintain services if there is an emergency or industrial action (Section 9)
- (i) The arrangements relating to the intellectual property of students (Section 10).

Contacts

Please contact the University [i-zone](#) if there is anything in this document that you are unsure about or you would like to have explained further.

Conditions of Student Registration

Contents

| | |
|--|-----------|
| 1. Scope..... | 4 |
| 2. Admission..... | 5 |
| General Entrance Requirements | 5 |
| Recognition of Prior Certificated Learning and Prior Experiential Learning | 5 |
| Health and Previous Criminal Convictions | 5 |
| Fraudulent Applications and Registrations | 6 |
| Applicants..... | 6 |
| Registered Students..... | 6 |
| Re-admission of Students..... | 7 |
| Admissions Complaints and Appeals | 7 |
| 3. Registration | 7 |
| General | 7 |
| Registration on Taught Courses | 8 |
| Registration on Research Courses | 8 |
| Failure to Register | 9 |
| Temporary Registration | 9 |
| Interruption of Course Registration | 9 |
| Transfer of Registration between Courses | 10 |
| Registration Arrangements for Students' Union Elected Representatives | 10 |
| Module Registration | 11 |
| University Smartcard | 11 |
| Change of Personal Details and Address | 12 |
| Electronic Communications | 12 |
| 4. Payment of Tuition Fees..... | 13 |
| Student Responsibility to Pay Fees..... | 13 |
| Payment of Fees or Arrangements to Pay | 13 |
| Annual Fee Increases..... | 13 |
| Sanctions if tuition fees are not paid when due | 14 |
| Leaving (Withdrawing from) or Taking a break from (Interrupting) a Course | 14 |
| Informing a Funding or Bursary Body of Changes in Circumstances | 14 |

Conditions of Student Registration

| | |
|--|-----------|
| 5. Student Engagement and Attendance..... | 16 |
| Academic Calendar Dates | 16 |
| Student Engagement with Studies..... | 16 |
| Attendance and Engagement..... | 16 |
| Absence during Teaching and Assessment Periods..... | 17 |
| 6. Special Requirements Relating to Students Subject to Visa Requirements | 17 |
| General | 17 |
| Issuing of Confirmation of Acceptance of Study (CAS)..... | 17 |
| Requirements Relating to the Provision of Information by Students..... | 17 |
| Students on the Student Route failing to attend their Studies Regularly..... | 18 |
| Withdrawal of students without permission to be in the UK | 18 |
| 7. Student Conduct | 19 |
| 8. Withdrawal from Course..... | 19 |
| Withdrawal by Student | 19 |
| Withdrawal by the University | 19 |
| Assumed Withdrawal | 20 |
| 9. Provision of Services in the Event of Emergencies or Industrial Action | 21 |
| 10. Intellectual Property | 22 |
| Schedule of Changes to Conditions of Student Registration June 2022..... | 26 |

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 the student status until such time as
 - 1.2.1 the course reaches its conclusion as determined by the relevant [University dates](#); or
 - 1.2.2 the student is withdrawn from the course; or
 - 1.2.3 the University agrees to a different date for the completion of 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 Course Handbook.
- 1.4 The conditions apply to students on all courses at the University and for 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.

Please contact the University [i-zone](#) if there is anything in this document that you are unsure about or you would like to have explained further.

Conditions of Student Registration

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 Students must meet the requirements of United Kingdom Visas and Immigration (UKVI) and ensure that they meet the requirements of their home country in relation to study abroad.
- 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 and Prior Experiential Learning

- 2.6 Applicants may be admitted onto taught courses and research degree courses with taught elements on the basis of credit achieved on another course at the University or at another institution or through work experience which has been accredited in accordance with the arrangements in place for the recognition of prior learning at the time of application.

Health and Previous Criminal Convictions

- 2.7 Applicants and students must satisfy any specific course requirements in relation to health and character. 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 Assistant Director (Admissions) is to be informed. In the case of students, the Course Director is to be informed.
- 2.8 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.
- 2.9 Where a student is referred to Occupational Health and clearance is pending at registration, the student may be permitted temporary registration, as set out in Section 3, provided the Referral has been made.
- 2.10 Should any 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. The student may apply for transfer to another course where such a check is not required under the provisions below for transfer between courses.

Conditions of Student Registration

- 2.11 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.
- 2.12 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.
- 2.13 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.
- 2.14 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 Disciplinary Procedure](#), [Fitness to Practise](#) or [Professional Suitability Procedures](#).

Fraudulent Applications and Registrations

Applicants

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

Registered Students

- 2.16 The University may declare void the registration of any student who made a materially false statement in the registration process by
 - 2.16.1 providing false or misleading information and/or
 - 2.16.2 not disclosing information that would have adversely affected the determination of the application.

Conditions of Student Registration

- 2.17 The University will provide a registered student with a statement of the reasons for declaring void a registration. The student may make representations in writing against a decision to declare void a registration following the University's
- 2.18 Such voiding of registrations 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 letter giving notification of exclusion.

Re-admission of Students

- 2.19 Students who have previously undertaken study at the University and were not able to complete their course and wish to return to study for the same course will be considered for re-admission under the [University Re-admissions Policy](#).

Admissions Complaints and Appeals

- 2.20 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. The maximum period of registration on the course is set out in the [General Regulations for the Conferment of Awards](#).
- 3.2 As part of the registration process, students are required to provide the University with original copies of documents, including any proof of identity, required by the University and notified to the students in advance. 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 Student status commences on completion of first registration for a course and continues, unless otherwise terminated, until the end of the specified period of study, including any extension of the period of study approved by the University. It is subject to a requirement to re-register at the start of each course year or stage.
- 3.4 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 or defer applications to study where a student fails to register in the time frame determined by the University.

Conditions of Student Registration

- 3.5 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.
- 3.6 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 course at the University for which the student is registered.
- 3.7 Registration will cease, except where otherwise provided for in these Requirements, when the student has
- 3.7.1 withdrawn from the course; or
 - 3.7.2 been withdrawn from the course; or
 - 3.7.3 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

- 3.8 A student must not allow paid employment or other activities to conflict with the study required by the modules and course for which the student is registered. In the case of students on a Student Route, these must not conflict with their visa requirements, as set out in Section 6.
- 3.9 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.
- 3.10 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 registration.
- 3.11 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. Each application will be considered on a case-by-case basis. Students should seek advice before a change of mode in case of implications for student funding eligibility.

Registration on Research Courses

- 3.12 Registration on a research course, or the non-credit-bearing pre-cursor, within the timeframe determined by the University and normally prior to commencing the course.
- 3.13 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.

Conditions of Student Registration

- 3.14 All research students are required to register annually until the submission of the thesis and any other required reports and examinations are completed.
- 3.15 Continued registration as a student will be subject to satisfactory progress and satisfactory performance in any prescribed examinations or other assessments.
- 3.16 Where there is unsatisfactory progress and/or performance, the relevant Board of Examiners may require the termination of a student's registration on the recommendation of the supervisory panel.

Failure to Register

- 3.17 The University reserves the right to cancel the offer of a place on any year or stage of the course if the student fails to register in the timeframe determined by the University, subject to any restrictions on registration made by United Kingdom Visas and Immigration (UKVI). The requirement relates to initial registration and re-registration.
- 3.18 The University may, in exceptional circumstances, extend for a particular student the period to undertake the required registration, including registration at a partner institution, where there is a good cause. The University may require any necessary proofs in establishing whether there is a good cause.

Temporary Registration

- 3.19 Where a student is unable to provide satisfactory evidence of one or more of the requirements for registration, but confirms the requirements have been met, a student may be provided with a status of temporary registration.
- 3.20 If the student cannot provide the necessary evidence in the timeframe determined by the University for completion of registration, the University reserves the right to void the registration. Any appeal against such a decision will be made in accordance with the University's [Student Complaints Procedures](#).
- 3.21 The voiding of the registration does not affect the 'University's contractual right to payment for services provided up to the date of the letter giving notification of exclusion.

Interruption of Course Registration

- 3.22 The University may give permission to students to cease studying temporarily at the University 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 as outlined in the [University Interruptions Policy](#).
- 3.23 A student on the Student Route of the Points Based Visa System is required by the UKVI to return to their home country during the period of interruption. The University reserves the right to refuse to issue a further

Conditions of Student Registration

Confirmation of Acceptance of Study if a student breached UKVI rules by remaining within the United Kingdom during the interruption period.

- 3.24 During the period of interruption, the student may inform the University in writing of the intention to abandon the student's studies at the University. The student will be recorded as having withdrawn from the course and will cease to be a student from the date the request is received and not from the date of interruption.
- 3.25 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 end date of the period of interruption, will be assumed to have withdrawn and an assumed withdrawal applied to their record. Any representation against an assumed withdrawal will be considered under the [Student Complaints Procedure](#).

Transfer of Registration between Courses

- 3.26 A student is accepted for and registered on a specific course and has no right to transfer to another course. Any application for a transfer to a different course must be made as advised on the [University website](#). The decision on an application for transfer between courses will be made by the relevant Course Director.
- 3.27 In making a request to transfer between courses, the student may request to transfer none, some or all, of the modules successfully completed to the new course. 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.
- 3.28 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.
- 3.29 The University reserves the right to refuse a request for a transfer of course.
- 3.30 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.
- 3.31 Students should seek advice before a transfer in case of implications for student funding eligibility.
- 3.32 A UKVI Student Route student who wishes to transfer between courses cannot do so without the permission of the Compliance team as this can affect their visa.

Registration Arrangements for Students' Union Elected Representatives

Conditions of Student Registration

- 3.33 A Students' Union Elected Representative who has not completed their academic 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.
- 3.34 During the period of office, a Students' Union Elected Representative is deemed to be a registered full-time student of the University and retain library usage rights and access to student computer accounts and student support, and be subject to University requirements.

Module Registration

- 3.35 Students on taught courses and students on research degree courses with taught elements are required to register for and attend modules in accordance with the relevant course requirements.
- 3.36 Students are responsible for checking their registration for the modules for the course by the date specified by the University, including their registration for the appropriate number of credits for their award.

University Smartcard

- 3.37 The student is to provide the University with a photographic image for use on the [Smartcard](#), 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.
- 3.38 The Smartcard is issued by the University except for some courses taught with partner institutions. The Smartcard is issued following completion of registration.
- 3.39 By accepting the Smartcard, the student is accepting the published conditions of use of the Smartcard 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 Smartcard.
- 3.40 The Smartcard remains the property of the University and may be withdrawn at any time by the University for a good reason. The University reserves the right to request the return of the Smartcard when the student ceases to be a registered student of the University.
- 3.41 The use of the Smartcard is personal to the student to whom it is issued. The student may not authorise the use of the Smartcard by another person.
- 3.42 No student may use or tamper with a University Smartcard 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.
- 3.43 A student found to be using a Smartcard belonging to another person, to have permitted another person to use the Smartcard, or to have used the Smartcard in an unauthorised way, or tampered with the Smartcard may be subject to disciplinary action under the [Student Disciplinary Procedure](#).

Conditions of Student Registration

- 3.44 Students are required to produce the Smartcard to confirm their identity when asked to do so by any member of the University Staff, including at times of attendance at University examinations.
- 3.45 A student who loses the Smartcard must inform the University immediately, and a replacement will be issued on payment of the published fee.
- 3.46 The Smartcard 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

- 3.47 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.
- 3.48 The University reserves the right to request original proof of any change of personal details or address.
- 3.49 Students are requested to provide the contact details of an individual that may be contacted in cases of an emergency. Student are requested to ensure they have the individuals permission to share these details with the university. These details can be maintained in the Students My Record section of the web pages. Details of when and why we will make contact can be found in the Privacy policy

Electronic Communications

- 3.50 The University uses email to issue communications. The student's dedicated University email account will be used by the University to communicate important information about registration, module enrolment, assessment, degree ceremonies and other administrative matters.
- 3.51 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.

Conditions of Student Registration

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 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 refuses to pay the tuition fees, 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 collect tuition fees or enable arrangements to pay to be set up as part of the registration process. All tuition fees must be paid in accordance with the requirements set out in [Your Fees Your Responsibilities](#) Home Students or Overseas (incl EU) Students, which can be found here: [Finance - Canterbury Christ Church University](#).

Annual Fee Increases

- 4.5 If your course lasts longer than one year, tuition fees may be subject to an annual inflationary increase for every 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 in the Government tuition fee cap 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 using the following link: <https://www.canterbury.ac.uk/study-here/applying/terms-and-conditions>
- 4.8 A student who has problems paying tuition fees must let the Accounts Receivable Team in the Finance Department know as soon as possible by emailing accounts.receivable@canterbury.ac.uk.

Conditions of Student Registration

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 (incl EU) Students. Sanctions for unpaid tuition fees may include one or more of the following:
- 4.9.1 **Withdrawal of University IT and Library facilities.** We apply this sanction 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 **Termination of registration.** Where tuition fees remain unpaid and the final reminder letter sent, the University may require a student to withdraw from the course. The student remains liable for the outstanding tuition fees.
 - 4.9.3 **Preventing progression from one year to the next.** Students with outstanding tuition fees may not be able to progress from one year of study to another. In addition, the students may not be able to receive official confirmation of their results.
 - 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 or be allowed 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.

Leaving (Withdrawing from) or Taking a break from (Interrupting) 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 (incl EU) Students.

Informing a Funding or Bursary Body of Changes in Circumstances

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

Conditions of Student Registration

- 4.12 The University will notify the UK Visas and Immigration authorities of any students with a Student Route Visa who take a break from their studies or leave the University.

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 published [University dates](#).

Student Engagement with Studies

- 5.2 The University's [Learning and Teaching Strategy](#) sets out our commitment to provide all students with an outstanding higher education experience that equips them for success in personal aspirations and wider contribution to society.
- 5.3 The [Student Engagement in Learning Policy](#) sets out the expectation that all students participate fully in the learning activities associated with each module. There is also an expectation that students undertake all components of associated assessments.
- 5.4 Students must take responsibility for achieving their potential through the successful completion of each stage of their studies.
- 5.5 Failure to engage with studies sufficiently may result in students being withdrawn from studies by the University on the basis of assumed withdrawal (see paragraph 8.8).
- 5.6 International students covered by Student Route (previously Tier 4) visa requirements have additional obligations in terms of attendance as detailed in the [Immigration Compliance Academic Engagement Policy](#).

Attendance and Engagement

- 5.7 Attendance at timetabled sessions and engagement with all learning opportunities are fundamental parts of the student learning experience. By regularly attending their classes and engaging with learning opportunities and activities on campus or online, our students increase their chances of success. We undertake [Electronic Attendance Monitoring](#) and review engagement with digital learning through our Student Engagement dashboard.
- 5.8 Students are expected to take responsibility for organising their studies and understanding the expectations of their course, including attendance and engagement for the purpose of assessment and examination. Students must make themselves available to undertake all activities relating to their course. Therefore, the University expects students to attend all of their timetabled teaching activities other than in exceptional circumstances.
- 5.9 Attendance and engagement requirements associated with Professional, Statutory or Regulatory Body regulations will apply to students on relevant courses.

Conditions of Student Registration

- 5.10 Faculties and Schools are required to maintain accurate and complete student attendance and engagement records. Attendance and engagement data will be reviewed at appropriate checkpoints throughout the year.

Absence during Teaching and Assessment Periods

- 5.11 Any student who wishes to apply for leave of absence from the University during teaching and assessment periods, or another period of required attendance, for exceptional reasons must apply to the relevant Course Director(s), normally in advance of taking any leave of absence.

6. Special Requirements Relating to Students Subject to Visa Requirements

General

- 6.1 Students in attendance at the University who are subject to visa requirements are required to meet the requirements of United Kingdom Visas and Immigration (UKVI).
- 6.2 The University will meet its obligations to provide the requisite information to the UKVI on attendance by the students. These obligations will be published to the students concerned.
- 6.3 Where the UKVI introduces new requirements, the University will comply. Where appropriate, the University will take reasonable steps to inform students affected of the implications for their registration and the action required either by the student and/or by the University.

Issuing of Confirmation of Acceptance of Study (CAS)

- 6.4 The University reserves the right to refuse to issue a Confirmation of Acceptance of Study (CAS) to applicants and students who
- (a) have breached the Immigration Rules; or
 - (b) cannot meet the necessary funding requirements as stated in the Immigration Rules that would result in an automatic refusal of their visa application; or
 - (c) will not be able to complete their course due to the time limit restrictions stipulated by UKVI.

Requirements Relating to the Provision of Information by Students

- 6.5 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, together with a valid passport. Where the student has an outstanding application with the UKVI, satisfactory evidence must be provided.

Conditions of Student Registration

- 6.6 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.

Students on the Student Route failing to attend their Studies Regularly

- 6.7 The University sponsors students on the Student Route of the Points Based Visa System. The University has a duty to ensure regular attendance and advise the UKVI if a student is not attending.
- 6.8 Where a Student Route student does not fully engage, the University will notify the UKVI. The student will be informed of this notification, although at this stage the University may, at its discretion, continue sponsoring the student while further investigations are made depending on the circumstances of the absence.
- 6.9 Should a student not regularly re-engage with their studies after the issue of the notification, the University reserves the right to revoke sponsorship of the student. The decision to revoke a Student Route sponsorship for irregular engagement will be taken after consultation with the student, the Faculty, and the Compliance Manager. Should the University revoke sponsorship, the Authorising Officer (or nominee), will notify the UKVI the student has been withdrawn and advised to return home.

Withdrawal of students without permission to be in the UK

- 6.10 It is the student's responsibility to keep the visa current. If a student allows their leave to stay to lapse, the University reserves the right to withdraw the student from the course and the University with immediate effect if the student is unable or unwilling to regularise their stay in the UK. The student will be advised to leave the UK and to return home.
- 6.11 The student will be informed in writing by the Authorising Officer (or nominee) of the withdrawal from the course and the University because the student does not have valid leave to study in the UK.
- 6.12 A student required to withdraw will not be entitled to the repayment of tuition fees other than in accordance with the provisions set out in [Your Fees Your Responsibilities](#) Home and EU Students or Overseas Students.
- 6.13 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.
- 6.14 Where a Student Route student who allows the leave to stay to lapse and requests the University to provide a Confirmation of Acceptance of Studies (CAS) to apply for an extension of studies, the University will consider each request on a case-by-case basis. Where a student has overstayed by more than 14 calendar days, the University will not issue a CAS unless there are extreme documented circumstances, for instance if

Conditions of Student Registration

the student was hospitalised. A decision to issue an over-stayer of more than 14 calendar days with a CAS will be taken by the Authorising Officer (or nominee).

7. Student Conduct

- 7.1 Students are required to conduct themselves in line with the Student Code of Conduct, both on and off campus, and online.
- 7.2 Disciplinary action, in accordance with the [Student Disciplinary Procedure](#), may be taken against students who fail to conduct themselves appropriately. This may also include a referral to Fitness to Practise or professional suitability proceedings. Action under the [Student Disciplinary Procedure](#) and/or the [Code of Student Professional Conduct](#) may lead to withdrawal from the University.
- 7.3 Students are required to act with academic integrity in relation to all their assessments, in accordance with the [Academic Integrity Policy](#). Students may be subject to disciplinary action for breaches of the Academic Integrity Policy through the , which may lead to a requirement to withdraw from the University.

8. Withdrawal from Course

Withdrawal by Student

- 8.1 A student must inform the University in writing of any intention to withdraw from the course.
- 8.2 The effective withdrawal date shall be the last recorded date of academic 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.
- 8.3 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 8.2
- 8.4 It is the responsibility of the student to inform any funding and bursary body promptly of any change in circumstances, including withdrawal from the course, interruption or ceasing to attend. Where required, the University will provide confirmation of a change in circumstances.

Withdrawal by the University

- 8.5 The University reserves the right to require a student to withdraw from the course of study. Usually, the withdrawal will arise in one or more of the following circumstances, subject to any appeal under the appropriate procedure:
 - 8.5.1 a decision taken by a Board of Examiners, or through any fitness to practise proceedings, that the student is required to withdraw from the course and/or the University

Conditions of Student Registration

- 8.5.2 failure on placement that the student is required to withdraw from the course and/or University, in accordance with the procedures established for the course
 - 8.5.3 disciplinary action under the University's Student Disciplinary Procedure that the student is required to withdraw from the University
 - 8.5.4 disciplinary action under the University's Academic Misconduct Procedure that the student is required to withdraw from the University
 - 8.5.5 withdrawal due to sanctions relating to the non-payment of tuition fees in accordance with [Your Fees Your Responsibilities](#) Home and EU Students or Overseas Students.
- 8.6 To comply with the University's license with United Kingdom Visas and Immigration, the Authorising Officer (or nominee) may terminate a student's studies if the student is found to be in breach of the visa conditions as set out in Section 6.
- 8.7 The effective withdrawal date by the University is the date of the written notification to the student of the withdrawal.

Assumed Withdrawal

- 8.8 A student will be assumed not to be an active student and will be formally withdrawn in the following circumstances:
- 8.8.1 where the student fails to engage sufficiently with the student's studies, including attendance, use of digital resources and submission of work for assessment; and
 - 8.8.2 where the student fails to respond to official correspondence from the University.
- 8.9 The University will write to the student in advance of any assumed withdrawal being made. The student will be given the opportunity to provide information to demonstrate engagement or agree on plans to resume engagement, within 10 working days of the date of the notification of intent to withdraw. In the case of Student Route students, the UKVI requirements are such that students have 7 working days to respond before a report is made by the University to the UKVI.
- 8.10 The effective withdrawal date shall be the last recorded date of engagement held by the University. The last date of engagement will be confirmed in the written notification to the student of the assumed withdrawal.
- 8.11 A student who does not respond or provide information to demonstrate engagement, or does not establish agreed plans to resume engagement, within the stated period will be Assumed withdrawn. After the Assumed withdrawal process has been completed, a student has no right of representation against the Assumed withdrawal decision. Any representation against an assumed withdrawal will be considered under the Student Complaints Procedure.

Conditions of Student Registration

- 8.12 A student who agrees to resume attendance and engagement but does not keep to agreed goals will be withdrawn from their course.
- 8.13 A student who agrees to resume attendance and engagement but does not keep to agreed goals will be withdrawn from their course.
- 8.14 A student who was withdrawn from their course of study and wishes to return to the course must re-apply through the admissions process.

9. Provision of Services in the Event of Emergencies or Industrial Action

- 9.1 Should industrial action or circumstances beyond its control interfere with its ability to provide education services, the University will take all reasonable steps to minimise their disruption.
- 9.2 We give below examples of circumstances beyond the control of the University. These are only examples because other emergencies might arise. The examples include the following.
- The consequences of a major outbreak of disease; a natural disaster; extreme weather conditions; fire and flood; civil commotion; and acts or threats of terrorism.
 - The actions and laws of any government, local authority or government body. It includes those outside the United Kingdom. These might include imposing travel restrictions, quarantines, immigration and border restrictions. They might also need the total or partial closure of our buildings.
 - Industrial action taken by University staff or third parties.
- 9.3 In these circumstances, we will do all we reasonably can to minimise the disruption to our educational services. The steps depend on the emergency. Examples include:
- Making changes to the timetable, location of study, method of delivery of courses, assessments and assessment regulations.
 - Making changes to course content, module offerings, placements, study abroad opportunities, years in industry and field trips.
 - Removing the offer of a particular course, or combinations within a course, and specific modules.
- 9.4 Where changes are necessary, we will:

Conditions of Student Registration

- tell applicants and students about the changes and explain why they are necessary in a clear and timely way.
- keep changes to the minimum necessary and ensure as far as reasonably possible to match our contract with students.
- consult with the Students' Union at an early stage.
- to treat students, individually and collectively, fairly and consistently.
- take account of those with particular vulnerabilities.
- ensure we do not compromise academic standards and quality.
- explain what it means for a student's study. This includes identifying reasonable alternatives. We will do this in line with our [Change Policy](#).
- provide regular and effective communication on our plans. We will do this with staff, applicants, students and the Students' Union.
- deal promptly and effectively with any complaints that might arise.

10. Intellectual Property

- 10.1 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:
- a) Development of the intellectual property has involved substantial use of University resources and/or services beyond those needed to meet subject or course requirements.
 - b) Development of the intellectual property has resulted from use of University intellectual property.
 - c) The intellectual property forms part of the intellectual property generated by a team of which the student is directly or indirectly a member.
 - d) The student is involved in a project funded by the University.
 - e) 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.
- 10.2 Students who are also University Employees, including Research Assistants and Knowledge Transfer Partnership Associates, are treated as employees for the purposes of this policy. 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.
- 10.3 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

Conditions of Student Registration

administrative, promotional, teaching and research purposes, with rights to sub-license, subject to the agreement of the student.

- 10.4 Postgraduate research students may be asked to sign an Intellectual Property Assignment agreement prior to their registration with the University; in consideration for such assignment, they will receive support and benefits from subsequent use of intellectual property to which they have made a direct, inventive contribution as if they were a University employee. Should a student refuse to assign their arising intellectual property to the University, the University reserves the right to withhold the student's access to the area of research but agree with the student an alternative research topic which will not compromise any University interests or those of its employees.
- 10.5 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.
- 10.6 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.
- 10.7 This section should be read in conjunction with the [University's Intellectual Property Policy relating to Students](#).

Conditions of Student Registration

| Document Information | Description of Document Information |
|--------------------------------------|--|
| Document Title | Requirements Relating to Student Registration The Requirements are a University Regulation. |
| Department Owner | Registry Services |
| Document Categories | Administrative Practice Students |
| Document Owner | Director of Registry Services |
| Document Manager | Deputy Director of Registry Services |
| Related University Policies | Student Privacy Notice Admissions and Recruitment Policy University Re-admissions Policy Student Complaints Procedure Student Code of Conduct Student Disciplinary Procedure Code of Student Professional Conduct Academic Integrity Policy General Regulations for the Conferment of Awards University Interruptions Policy Learning and Teaching Strategy Student Engagement in Learning Policy Immigration Compliance Academic Engagement Policy Change Policy University's Intellectual Property Policy relating to Students |
| Related University Procedures | University dates Admissions Complaints and Appeals Procedure Smartcard Your Fees Your Responsibilities Electronic Attendance Monitoring Academic Misconduct Procedures |
| Approved by | Senior Management Team |
| Date Approved | |
| Date of Commencement | |

Conditions of Student Registration

| Document Information | Description of Document Information |
|---|--|
| Review Date | June 2023 |
| Version | 1.7 |
| History of revisions of the Document | 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 |
| Web Address | https://www.canterbury.ac.uk/asset-library/policy-zone/Requirements-Relating-to-Student-Registration-student-staff.pdf |

Conditions of Student Registration

Schedule of Changes to Conditions of Student Registration June 2022

Requirements Relating to Student Registration

Table of Revisions to the Conditions

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

In 2022, the University agreed on several revisions. In the table below, we set out the nature of the changes and the reasons for making them.

We made the changes for one or more of the following reasons:

- (a) We changed some of the terms we use in the University or are used by a government department.
- (b) A government body had introduced changes that needed reflecting in our conditions.
- (c) We changed how we work with students.
- (d) We removed some paragraphs because a particular requirement no longer applies.
- (e) We have another statement that sets out the details of a particular process more appropriately and is readily accessible to students.
- (f) We wished to include a further explanation to help students understand a particular process.

Conditions of Student Registration

(g) We wished to explain a requirement or our processes more clearly.

The table below explains the nature of the main changes and why we needed to make them.

| Changes made throughout the document | | |
|---|---|---|
| | Nature of the change | Reason for the change |
| | Change of Date from 1 September to 1 August | Change Reflects Change in Date of University Academic Year. This also allows students registering during August to be incorporated into the new Conditions. |
| | Change of title from "Requirements Relating to Student Registration" to "Conditions of Student Registration." All further applicable reference to the "Requirements" has been amended to the "Conditions" | The previous title was not succinct or clear to its purpose |
| | Change of Planning and Academic Administration' to 'Registry Services.' | The change reflects changed University structures. |
| | Change of 'Director of Planning Academic Administration' to 'Director of Registry Services.' | The change reflects changed University structures and titles. |
| Changes to Specific Sections | | |
| Paragraph | Nature of the change | Reason for the change |
| Section 2. Admission | | |
| 2.5 | Amended to reflect that there is no right of appeal in the case of fraud. | Reflects the condition within the Admission Policy. |
| Section 3. Registration | | |

Conditions of Student Registration

| | | |
|--|---|---|
| 3.49 | Added section relation to details for emergency contact | Change reflects identified need of additional contact details for student protection. |
| Section 4. Payment of Tuition Fees | | |
| 4.1 | Wording change for clarity | Further clarity offered re responsibility falls to the student to ensure fees are paid. |
| 4.7 | Word "September" removed to reflect additional starting points covered by the policy. | Ensures all starting points are covered by the policy |
| 4.12 | Clarity offered re position of Student Visa Route holders. | Reduces confusion for individuals holding other visa types. |
| Section 5. Student Engagement and Attendance | | |
| 5.5 | failure to engage with studies may result in being assumed withdrawn | |
| Section 6. Special Requirements Relating to Students Subject to Visa Requirements | | |
| 6.9, 6.11 | Removal of "Director of Registry Services" to "Authorising Officer" | Change reflects the correct area of responsibility. |
| 6.13 | Wording amended to directly reference Student Route Visa holders | Change offers clarity to specific responsibility. |
| 6.14 | 28 days replaced with 14 days | Change reflects amendments to the Immigration Regulations. |
| Section 8. Withdrawal from Course | | |
| 8.6 | Removal of "Director of Registry Services" to "Authorising Officer", | Change reflects the correct area of responsibility. |

Conditions of Student Registration

Revision History before 2022

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.

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.

Conditions of Student Registration