

Conditions of Student Registration

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Senior Management Team	1 August 2023	June 2024

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
 - Faculties
- 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

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

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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 - 1.2.2 the student is withdrawn from the course;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.

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- 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.

Health and Previous Criminal Convictions

- 2.8 Applicants and students must satisfy any specific course requirements in relation to health and character.
- 2.9 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.
- 2.10 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.
- 2.11 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 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. The student may apply for transfer to another course where such a check is not required, under the provisions below for transfer between courses.
- 2.13 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.

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- 2.14 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.
- 2.15 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.
- 2.16 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

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

Registered Students

- 2.18 The University may declare void the registration of any student who made a materially false statement in the registration 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 or registration.
- 2.19 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](#).
- 2.20 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

- 2.21 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](#).

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Admissions Complaints and Appeals

- 2.22 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. 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 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 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.
- 3.4 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.
- 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 University course for which the student is registered.
- 3.7 Registration will cease, except where otherwise provided for in these Conditions, 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.

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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 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).
- 3.9 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 re-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 (using the Changes to Study process), where they are eligible to do so and where alternative modes of study are available for the course.
- 3.11.1 Each application to change the mode of study will be considered on a case-by-case basis.
- 3.11.2 Students should seek advice before requesting a change of mode, in case of implications for student funding eligibility.
- 3.11.3 Students on a Student Route visa may not request to study part-time or as distance learning.
- 3.12 The University will notify the UKVI authorities of any students holding a Student Route Visa who formally interrupt or withdraw from their studies following registration.

Requirements Relating to Overseas (including EU) Students

- 3.13 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.
- 3.14 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.
- 3.15 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.
- 3.16 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.
- 3.17 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.

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- 3.18 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

- 3.19 Students must register on a research course within the timeframe determined by the University, and normally prior to commencing the course.
- 3.20 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.
- 3.21 All research students are required to register annually, until the submission of the thesis and any other required reports and examinations are completed.
- 3.22 Continued registration as a research student will be subject to satisfactory progress and satisfactory performance in any prescribed examinations, training or other assessments.
- 3.23 Where there is unsatisfactory progress and/or performance, the Research Degrees Board may require the termination of a student's registration.

Failure to Register

- 3.24 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 University, subject to any restrictions on registration made by UKVI. The requirement relates to initial registration and re-registration.
- 3.24.1 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.
- 3.25 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.
- 3.25.1 The University may require a student to provide necessary proof in order to establish whether there is good cause to make this decision.

Temporary Registration

- 3.26 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'.
- 3.27 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

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representation against such a decision will be made in accordance with the University's Student Complaints Procedure.

- 3.28 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

- 3.29 The University may give permission to students to either:

3.29.1 Take a short, authorised, absence from their studies. This type of absence must be requested and reported using either the University's Attendance Monitoring system or UKVI Student Absence Form, for students on a Student Route visa.

3.29.2 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](#).

- 3.30 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 UKVI Sponsored Students: Attendance and Engagement Policy and Procedure.

- 3.31 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.

- 3.32 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).

- 3.33 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.

- 3.34 Any representation against an assumed withdrawal will be considered under the [Student Complaints Procedure](#).

Transfer of Registration between Courses

- 3.35 A student is accepted for and registered on a specific course and has no automatic right to transfer to another course.

- 3.36 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.

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- 3.37 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.
- 3.38 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 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.
- 3.41 Students should seek advice before requesting a transfer, in case of implications for student funding eligibility.
- 3.42 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

- 3.43 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.
- 3.44 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

- 3.45 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.
- 3.46 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 Smartcard

- 3.47 The student is to provide the University with an appropriate 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.

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- 3.48 The Smartcard is issued by the University, except for some courses taught with Partner Institutions. The Smartcard is issued following completion of registration.
- 3.49 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.
- 3.50 The Smartcard 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 Smartcard when the student ceases to be registered with the University.
- 3.51 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.
- 3.52 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.
- 3.53 A student found to be using a Smartcard belonging to another person, to have permitted another person to use their Smartcard, to have used the Smartcard in an unauthorised way, or tampered with the Smartcard, may be subject to disciplinary action under the [Student Conduct Procedure](#).
- 3.54 Students are required to produce the Smartcard 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 Smartcard must inform the University immediately, and a replacement will be issued on payment of the published fee.
- 3.56 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

- 3.57 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.
- 3.58 The University reserves the right to request original proof of any change of personal details or address.
- 3.58.1 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](#).
- 3.58.2 The University explains when and why it will make contact in the [Trusted Contact Privacy Notice](#).

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Electronic Communications

- 3.59 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, degree ceremonies and other administrative matters.
- 3.60 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 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 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

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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](#).
- 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.

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.
- 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 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.

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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.

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

- 5.2 The [Student Engagement in Learning Policy](#) sets out the expectation that all students will participate fully in the learning activities associated with each module. There is also an expectation that students undertake all components of associated assessments and engage with any required placement or practice learning, as required by the course.
- 5.3 International students covered by Student Route visa requirements are subject to the expectations set out in section 5, and have additional obligations in terms of engagement and attendance as detailed in the UKVI Sponsored Students: Attendance and Engagement Policy and Procedure.
- 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 may result in students being withdrawn by the University on the basis of 'assumed withdrawal'.
- 5.6 Attendance at timetabled sessions and engagement with all learning opportunities are fundamental parts of the student learning experience. By attending and engaging with all learning opportunities and activities (on campus and digital), students increase their chances of success.
- 5.7 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 cases) and register their attendance by 'tapping in' with their Smartcard (wherever this facility exists).
- 5.8 Attendance and engagement requirements associated with Professional, Statutory or Regulatory Body regulations will apply to students on relevant courses.
- 5.9 Faculties and Schools will record and monitor student attendance and engagement. These records will be reviewed regularly throughout the year, and action will be taken where attendance and/or engagement is not satisfactory, to discuss the reasons for non-engagement (and where necessary agree appropriate

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support). Students will be made aware that their student finance may be at risk, if they fail to maintain satisfactory attendance.

Short Absence from studies

- 5.10 If a student believes they will need to be absent from their studies (due to exceptional reasons) for a short time during a teaching and/or assessment period, or another period of required attendance, they must discuss this with their Personal Academic Tutor (PAT) or Course Director(s) in advance of the potential period of absence. The PAT/Course Director will then advise the student about how the absence is to be requested and reported.
- 5.11 Student Route visa students must follow the process for requesting a short absence set out in the UKVI Sponsored Students: Attendance and Engagement Policy and Procedure.
- 5.12 Students wishing to temporarily suspend their studies for a longer, specified period, with a view to returning at a later date, should use the Interruption process (Section 3).

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 Policy and Procedure. The Policy 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.

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- 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).

7. Student Conduct

- 7.1 Students are required to conduct themselves in line with the [Expected Behaviours of Students](#) and [Student Conduct Procedures](#), on and off campus, and online.
- 7.2 Disciplinary action, in accordance with the [Student Conduct Procedure](#), may be taken against students who fail to conduct themselves appropriately. This may also include a referral to the [Low Level Concerns and Fitness to Practise](#) or [Professional Suitability Policy and Procedures](#), where appropriate.
- 7.3 Action under the Student Conduct Procedure and/or the [Code of Student Professional Conduct](#) may result in a penalty being applied to the student. Such penalties may include termination of a student's registration or expulsion.
- 7.3.1 Students who wish to make representation against such a decision, must do so in line with the relevant Policy and Procedure under which the decision was taken.
- 7.4 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 penalty being applied to the student, which may include expulsion from the University.
- 7.4.1 Students who wish to make representation against such a decision, must do so in line with the relevant Procedure under which the decision was taken.

8. Withdrawal from a Course of study

Withdrawal by the Student

- 8.1 A student must inform the University in writing, using the Changes to Study process, of their intention to withdraw from their course.
- 8.2 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.
- 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.

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- 8.4 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.
- 8.5 Student Route visa students who choose to withdraw from their course will have their sponsorship withdrawn with UKVI.

Withdrawal by the University

- 8.6 The University reserves the right to withdraw a student from their course of study (including termination, voiding or cancelling of registration or expulsion).
- 8.7 Normally, the withdrawal will arise in one or more of the following circumstances, subject to any representation made under the appropriate procedure:
 - 8.7.1 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*
 - 8.7.2 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*
 - 8.7.3 through disciplinary action taken under the [Student Conduct Procedure](#), [Low Level Concerns and Fitness to Practise](#) or [Professional Suitability Policy and Procedures](#) (where the penalty applied includes termination of registration or expulsion); *or*
 - 8.7.4 through disciplinary action taken under the [Academic Misconduct Procedure](#) (where the penalty applied includes termination of registration or expulsion); *or*
 - 8.7.5 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*
 - 8.7.6 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.
- 8.8 The effective withdrawal date by the University is the last date of engagement recorded by the University.
- 8.9 The University will inform any relevant funding and bursary body of the student's withdrawal from the course.
- 8.10 Where a Student Route visa student is withdrawn, their sponsorship will be withdrawn with UKVI.

Assumed Withdrawal

- 8.11 A student will be assumed not to be an active student and will be formally withdrawn in the following circumstances:

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- 8.11.1 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*
 - 8.11.2 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*
 - 8.11.3 where the student fails to respond to official correspondence from the University.
- 8.12 The University will write to the student in advance of any assumed withdrawal being made.
- 8.12.1 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.
 - 8.12.2 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.
- 8.13 The effective withdrawal date will be the last date of engagement as recorded by the University.
- 8.13.1 The last date of engagement will be confirmed in the written notification to the student of the assumed withdrawal.
- 8.14 Where a student responds within the required timeframe in 8.12, and sufficiently demonstrates their engagement or agrees a plan to resume engagement, the student will not be Assumed Withdrawn.
- 8.14.1 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.
 - 8.14.2 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.
- 8.15 Where a student does not respond, or establish agreed plans to resume engagement, within the required timeframe in 8.12 (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).
- 8.15.1 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.
- 8.16 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](#).

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

- 9.1 Should industrial action or circumstances beyond the University's control interfere with its ability to provide educational services, the University will take all reasonable steps to minimise their disruption.

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- 9.2 Examples are provided below of the type of circumstances which may occur and would be beyond the control of the University (this list is indicative, as other types of emergency might also arise which would be covered by the principles in Section 9):
- 9.2.1 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;
 - 9.2.2 The actions and laws of any government, local authority or government body, including those outside the UK. These may relate to the imposing of travel restrictions, quarantines, immigration and border restrictions, and may also need the total or partial closure of University buildings;
 - 9.2.3 Industrial action taken by University staff or third parties;
 - 9.2.4 Where a Professional, Statutory or Regulatory Body, or other external governing body, alters or removes permission to teach and/or assess a particular course of study.
- 9.3 In these circumstances, the University will do all it reasonably can to minimise the disruption to our educational services. The steps taken will depend on the emergency, but examples include:
- 9.3.1 Making changes to the timetable, location of study, method of delivery of courses, assessments and/or assessment Regulations;
 - 9.3.2 Making changes to course content, module offerings, placements, study abroad opportunities, years in industry and/or field trips;
 - 9.3.3 Removing the offer of a particular course, or combinations within a course, and/or specific modules.
- 9.4 Where changes are necessary, the University will:
- 9.4.1 tell applicants and students about the changes, and explain why they are necessary in a clear and timely way;
 - 9.4.2 keep changes to the minimum necessary, and ensure as far as reasonably possible to match our contract with students;
 - 9.4.3 consult with the Students' Union at an early stage;
 - 9.4.4 to treat students, individually and collectively, fairly and consistently;
 - 9.4.5 take account of those with particular vulnerabilities;
 - 9.4.6 ensure the University does not compromise academic standards and quality;
 - 9.4.7 explain what it means for a student's study, including identifying reasonable alternatives, in line with the [Policy on Changes to Published Material Course Information](#), [Student Protection Plan](#) and (where relevant) [Student Refunds and Compensation Policy](#).
 - 9.4.8 provide regular and effective communication on the University's plans, to staff, applicants, students and the Students' Union.
 - 9.4.9 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:
- 10.1.1 Development of the intellectual property has involved substantial use of University resources and/or services, beyond those needed to meet subject or course requirements;

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- 10.1.2 Development of the intellectual property has resulted from use of University intellectual property;
 - 10.1.3 The intellectual property forms part of the intellectual property generated by a team of which the student is directly or indirectly a member;
 - 10.1.4 The student is involved in a project funded by the University;
 - 10.1.5 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.
- 10.2 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.
- 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 administrative, promotional, teaching and research purposes, with rights to sub-license, subject to the agreement of the student.
- 10.4 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.
- 10.5 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.
- 10.6 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	Conditions of Student Registration
Department Owner	Registry Services
Document Categories	Administrative Practice Students
Document Owner	Director of Registry Services
Document Manager	Registry Policy & Projects Manager
Related University Policies	Academic Integrity Policy Admissions and Recruitment Policy Code of Student Professional Conduct Expected Behaviours of Students General Regulations for the Conferment of Awards Intellectual Property Policy relating to Students Interruptions Policy Low Level Concerns and Fitness to Practise Policy Policy on Changes to Published Material Course Information Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award Professional Suitability Policy Regulations for Taught Awards Student Complaints Procedure Student Conduct Procedure Student Engagement in Learning Policy Student Privacy Notice Student Protection Plan Student Refunds & Compensation Policy Trusted Contact Privacy Notice UKVI Sponsored Students: Attendance and Engagement Policy and Procedure
Related University Procedures	Academic Misconduct Procedure Admissions Complaints and Appeals Procedure Electronic Attendance Monitoring Low Level Concerns and Fitness to Practise Procedure Professional Suitability Procedure Smartcard University dates Your Fees Your Responsibilities
Approved by	Senior Management Team
Date Approved	18 July 2023

Conditions of Student Registration

Document Information	Description of Document Information
Date of Commencement	1 August 2023
Review Date	June 2024
Version	1.8
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 Version 1.7 approved by Senior Management Team June 2022
Web Address	https://www.canterbury.ac.uk/our-students/ug-current/academic-services/student-records-and-registration/student-terms-and-conditions

Conditions of Student Registration

Schedule of Changes to Conditions of Student Registration June 2023

Table of Revisions to the Conditions

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

In 2023, the University agreed several revisions to the document; the table below sets out the nature of the 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
Section 2. Admission		
General Entrance Requirements	Additional clarity added in relation to Overseas (including EU) applicants / student visa requirements	To more clearly reflect the visa requirements for all applicants and students, in line with UKVI requirements.
Recognition of Prior Learning (RPL)	Additional links included	To point students to all documentation relating to RPL, provide clarification about the status of Advanced Standing credits, and update terminology
Fraudulent Applications and Registrations	Additional clarity added about how representations can be made	To ensure applicants and registered students are aware they would need to make their representation under different procedures.
Section 3. Registration		
Registration on Taught Courses	Additional information included, relevant to Student Route visa students; updates made to how students may request a Change to Study	To more clearly reflect Student Route visa requirements; to reflect process changes resulting from implementation of the new Student Records System.

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Requirements Relating to Overseas (including EU) Students	The paragraphs in this sub-section were moved from Section 6 to Section 3	To reflect that these requirements relate to all Overseas (including EU) students, and not only those on Student Route visas.
Failure to Register	Additional information added to confirm actions taken where a Student Route visa student does not complete registration in the required timeframe	To provide additional clarity
Interruption of Study	Additional clarification added to: <ul style="list-style-type: none"> differentiate between the process for requesting short absences and interruptions; to direct Student Route visa students to information about interruptions specific to the conditions of their visa to provide additional information about the criteria used to determine a last date of engagement 	To provide additional clarity, and reflect the introduction of the UKVI Sponsored Students Attendance & Engagement Policy and Procedure.
Change of Personal Details and Address	Removal of the term 'Emergency contact' and inclusion of the term 'Trusted Contact'	To reflect new guidance from UUK, being implemented by the University
Electronic Communications	Inclusion of information about Partner Institutions	To provide additional clarity
Section 5. Student Engagement and Attendance		
Student Engagement and Attendance	Additional clarity added regarding the risk to student finance, where attendance is insufficient	To provide additional clarity, and reflect external body guidance
Short Absence from studies	Additional clarity to differentiate between short absence and interruption processes, and identify specific requirements for Student Route visa students	To reflect updates to the University's Student Engagement in Learning approach and reflect the introduction of the UKVI Sponsored Students Attendance & Engagement Policy and Procedure
Section 6. Special Requirements Relating to Students Subject to Visa Requirements (applicants & registered students)		
All sub-sections	Paragraphs which relate to all Overseas (including EU) students were moved into the relevant area of Section 3	To more clearly differentiate between paragraphs which apply solely to Student Route visa students, and those which apply to all Overseas students
Section 7. Student Conduct		
7.3-4	Additional information included regarding routes of student representation and updates to terminology	To provide additional clarity
Section 8. Withdrawal from a Course of study		

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Withdrawal by the student	Information added about sponsorship implications where a Student Route visa student withdraws	To provide additional clarity
Withdrawal by the University	Additional clarity added about: <ul style="list-style-type: none"> all circumstances which may result in withdrawal by the University actions the University will take to notify relevant funding and bursary bodies of a student's withdrawal sponsorship implications where a Student Route visa student is withdrawn 	To provide additional clarity
Section 9. Provision of Services in the Event of Emergencies or Industrial Action		
9.2	Inclusion of an additional example scenario	To provide greater clarity
Section 10. Intellectual Property		
	Removal of the previous 10.4 paragraph, relating to postgraduate research students	To reflect updates in the Intellectual Property Policy made in relation to external changes

Revision History before 2023

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.

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