



# DERBY COLLEGE GROUP POLICY

## HE Enrolment and Registration Policy

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**POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS**

## Policy Accountability and Implementation

Policy Title: HE Enrolment and Registration Policy  
 Policy Author / Reviewers: Head of Higher Education  
 Policy Implementation: Head of Higher Education, Director of Services for Students, Student Services Team  
 Policy Monitoring and Compliance: Head of Higher Education, Director of Services for Students  
 Policy Review Timeline: Annual

### Synopsis:

This document sets out the regulations governing enrolment, programme registration periods, programme transfers and withdrawals, and the termination of registration of students on taught programmes validated by an awarding organisation or institution.

## Policy Classification and Publication

### Classification

- Not Classified (NA)

### Publication

- Intranet – Policy portal
- Website – HE page

### Empowering/related legislative and/or authoritative references:

## Periodic Policy Review / Change History

*Note: Please make it clear if change/review relates to procedures, guidelines and associated documents only or it is a rational for a new or substantive policy review*

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review / Meeting Date/s
V1	Director of Services for Students Director of Higher Education	Agreed policy	HE Academic Board	July 2019
V2	Director of Higher Education	Policy reviewed	HE Academic Board HE Academic Quality and Standards Committee	Jan 2021
V3	Head of Higher Education/ OfS Compliance and Policy Officer	Review of policy, updated to reflect changes in job roles and dates		

## **EQUALITY AND DIVERSITY STATEMENT**

Derby College Group strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

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# 1 POLICY STATEMENT

- 1.1 The College recognises that enrolment is a crucial aspect of the relationship between a student and the College. The College is committed to ensuring that all practices in relation to enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements.

# 2 DEFINITIONS

- 2.1 This document sets out the regulations governing enrolment, programme registration periods, programme transfers and withdrawals, and the termination of registration of students on taught programmes validated by an awarding organisation or institution.
- 2.2 Enrolment is the process by which students commit themselves to become members of the College, and to abide by its regulations and procedures.
- 2.3 Registration is the process by which students undertake to pursue an approved programme leading to a recognised award.

# 3 SCOPE AND LIMITATIONS

- 3.1 This policy is applicable to all Higher Education programmes that are not subject to an Enrolment policy set by an awarding organisation/institution. This applies to:
- Higher National programmes
  - Honours degrees
  - Degrees (non honours)
  - Foundation degrees
  - Short course at HE Level 4 to 7
- 3.2 Depending on the enrolment arrangements with the awarding institution it may also be a requirement for students to be enrolled with the awarding institution.
- 3.3 Students must be registered with the awarding organisation/institution for the programme to which they have been admitted.
- 3.4 These regulations has been developed to ensure that the College practices clear, fair, explicit and consistent enrolment and registration procedures and has been guided by the UK Quality Code, *Admissions, Recruitment and Widening Access* and meets the following Core Practice:
- (a) *The provider has a reliable, fair and inclusive admissions system.*
  - (b) *The provider actively engages students, individually and collectively, in the quality of their educational experience.*

# 4 PRINCIPLES

- 4.1 The following principles and requirements apply:
- (a) To be enrolled at the College, students agree to be bound by the regulations, policies and procedures of the College and agree to pay all fees, levies and charges directly arising from their enrolment.
  - (b) Enrolled students are able to participate in classes, and other educational and support activities of the College; to receive recognition for the work done and, be awarded a grade on completion of the requirements of a programme of study; and to be eligible to receive an award from the College.

- (c) Each enrolled student will be issued with a unique student identifier, which implies shared responsibility for the College to collect and record information as it relates to the student's enrolment, in accordance with College privacy policies, procedures and relevant privacy legislation, and for the student to provide all information necessary to be enrolled.
- (d) Enrolled students may amend their enrolment for the current academic year in certain circumstances and in accordance with College programme and award regulations and legal compliance requirements.
- (e) The College may amend a student's enrolment or programme of study in certain circumstances, to meet College and/or legal compliance requirements.
- (f) Enrolled students may apply for leave from study in accordance with criteria established by the College.
- (g) The enrolment of a student may be discontinued, suspended or cancelled under certain conditions established by the College, at the instigation of either the College or the Student.
- (h) The College will make the necessary information and reasonable services and support readily available to students to enable them to fulfil the requirements of their enrolment.
- (i) All data submitted to the College during the enrolment process may be used by the College for statistical and reporting purposes. The application data forms part of a student's record when they are admitted to the College, and where relevant, partner universities. Personal data of applicants who are not admitted to the College are archived and normally removed after one academic year. The College complies with the General Data Protection Regulation 2018 in its use of applicant data. Further information about Data Protection at the College can be found on our website, <https://www.derby-college.ac.uk/gdpr>.

## **5 ENROLMENT**

- 5.1 Students cannot enrol until they have demonstrated that they meet the entry requirements for their chosen programme, and have been formally accepted onto that programme. At enrolment students confirm the modules which they wish to study. Enrolment will normally take place prior to the commencement of the programme but could, with the approval of the Admissions Tutor or appropriate college committee, take place at any time. All continuing students are required to re-enrol at the start of each academic year.
- 5.2 To enrol, students must either pay the appropriate tuition fee, or provide satisfactory evidence that the fee will be paid by a sponsoring body. Students are not permitted to attend classes until enrolment has taken place.
- 5.3 Students are required to confirm that the personal details held by the College are correct, and will notify the College of any subsequent changes.
- 5.4 Enrolled students whose registration on their approved programme of study has been terminated on the grounds that they have committed an academic offence, or on grounds related to the provision of information set out in paragraph 6.11 below, will have their enrolment cancelled.
- 5.5 Students who have committed a serious disciplinary offence and who in consequence have had their enrolment as members of the College cancelled will not be permitted to apply to re-enrol until a period of time specified at the disciplinary hearing has elapsed.

## **6 REGISTRATION**

- 6.1 Students are required to retain details of completing the College's registration process, and where applicable the registration process of their programme of study's validating Higher Education Institution, for the whole of the academic session and note that the identification number shown is their unique College student ID number which will be quoted on all College documents. Students are required to register in each academic year that their programme of study runs. Registration should be completed within two weeks of the start date of their programme of study.
- 6.2 In instances where a student has accepted an 'Offer of Place' at the College and subsequently wishes to change the conditions of this offer, for example change the programme of study, mode of study, or tuition fee status, the College reserves the right to refuse such a request.
- 6.3 Students are required, at the scheduled place and time, to produce their passport (or other identification documentation) and original education qualifications and register for their college student ID card which will include a photograph.
- 6.4 If students are supported by Student Finance England, its regional equivalent, or other approved sponsor they must provide full details and verification at registration. Students who are not supported are responsible for the payment of their own fees, which must be paid either annually at registration or in instalments during the academic session as described in the Tuitions Fees Policy (including HE Supplement) (available on the College website: [Higher Education - DCG \(derby-college.ac.uk\)](http://derby-college.ac.uk)). Additional guidance can be found on the college webpage.
- 6.5 The information given during the College's registration process will be used to register students with an awarding organisation or partner institution. The details provided will form the basis of all subsequently produced documentation such as results transcripts and award certificates.
- 6.6 The period of registration will commence on the date the student registers on a programme.
- 6.7 Students shall be registered for the validated award, which they intend to achieve and which have been approved by the awarding organisation of partner institution.
- 6.8 Students are required to declare during registration if they are registered for an award with any other academic institution. The College may decline to register such a student if it is judged that this circumstance will make it unlikely that the student would successfully complete the programme for which they are applying.
- 6.9 Students may not normally register concurrently for more than one programme leading to a recognised award. The College may exceptionally permit a second registration if it can be demonstrated that the second programme supports and will significantly contribute to the main programme. In such circumstances a student's registration on the main programme will normally be suspended for the period of study on the second programme, and the registration period of the former will be extended accordingly.
- 6.10 The College reserves the right to terminate the registration of any student who has failed to disclose information material to the proper consideration of their application for or continuance on their programme of study, or who has presented misleading or false information in applying for their programme of study.
- 6.11 A student whose enrolment has been cancelled under sections 5.4 or 5.5 may not be registered for a programme of the awarding institution unless and until re-enrolment has been permitted after the lapse of the prescribed period. If re-enrolment is permitted, the student will not normally be allowed to re-register for their original programme.
- 6.12 When a student registers on a BTEC Higher National qualification, they have a maximum period of five years in which to complete the qualification.

- 6.13 The table below gives the maximum permitted duration for each of the main undergraduate awards offered by the partner institutions. The maximum duration applies to the highest level, intended target award of the student, at their initial enrolment. This does not preclude the awarding of intermediate awards to students who do not achieve their intended award.

Award Title	Mode of Study	Maximum Duration (years)			
		Nottingham Trent University	The Open University	Sheffield Hallam University	University of Derby
Foundation degree	Full-time	4	4	4	4
	Part-time	5	6	6	6
CertHE	Full-time	2	3	2	3
	Part-time	4	4	3	4
DipHE	Full-time	4	4	4	4
	Part-time	5	6	6	6
Level 6 top-up (Hons)	Full-time	2	3	2	3
	Part-time	4	4	3	4
Degree (non honours)	Full-time	5	5	5	5
	Part-time	7	8	7	8
Honours degree	Full-time	5	5	6	5
	Part-time	7	8	8	8

- 6.14 Where programmes deviate from the standard registration periods, details must be given in programme specifications. These will take into account delivery of the curriculum, and the specific requirements of Professional, Statutory and Regulatory Bodies (PSRBs), or any legal requirement restricting the ability of a student to study as required or attend the College.

- 6.15 Conferment of an award terminates the period of registration.

### **Matters Affecting Registration**

- 6.16 There are a number of instances that may occur during an academic year that may impact temporarily or permanently on a student's registration.

- 6.17 The period of registration may be extended if:

- (a) the student has had to resit or retake parts of their programme of study to meet the requirements set out in the awarding organisations or partner institutions Assessment Regulations;
- (b) the student has been unable to study or complete a year of study due to mitigating circumstances as set out in the College's Mitigating Circumstances Policy or that of the awarding organisation or partner institution as applicable;
- (c) the student has been given permission to take a study break as described in Section 9 below.

- 6.18 A student's registration may be terminated if the student has:

- (a) committed a serious disciplinary offence or deemed as unfit to study;
- (b) exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage as set out in the awarding organisation's/institution's Academic Regulations;
- (c) formally notified the College that they wish to discontinue their studies and

- withdraw from the programme;
- (d) failed to comply with their financial commitment to the College.

### **Disciplinary Grounds**

- 6.19 Students subject to disciplinary procedures may have their registration suspended subject to disciplinary investigation or terminated on the recommendation of a College Disciplinary Panel. Consideration of disciplinary matters and appeals will be conducted in line with procedures outlined in the Student Disciplinary Policy.
- 6.20 Cases of Assessment Offences which may lead to termination will be considered under the College Policy on Academic Misconduct.

### **Academic Grounds**

- 6.21 The Regulations for Taught Programmes of Study set out by the awarding organisation or partner institution provide that the registration of any student who fails to satisfy the assessment requirements of the programme may be terminated.
- 6.22 Boards of Examiners (or equivalent) are responsible for ensuring that each student's academic progress is reviewed annually and that a decision is made, in accordance with the appropriate regulations, policies and procedures, as to whether progression to the next year of the programme of study will be offered or not. Such decisions will take into account the student's performance in summative assessments, attendance, and a wider range of metrics if available.
- 6.23 When a decision is made to terminate a student's registration, the Curriculum Team Manager will formally write to the student to inform them of the decision and will submit a request to amend the student's status via College Records.
- 6.24 Where a student wishes to appeal against a decision to terminate registration based on academic grounds, then they should proceed according to the Academic Appeals Policy.

### **Attendance**

- 6.25 Engagement in taught sessions will be monitored from the first week of teaching. DCG may contact students who fail to attend scheduled taught sessions without prior agreement. Scheduled taught sessions can include lecture, tutorial, seminar, lessons, lab, practical, demonstration or workshop.
- 6.26 Consecutive or intermittently missing three weeks of scheduled taught sessions from one module, of prescribed attendance requirements specifically laid out by an individual module, without good cause or approved mitigating circumstances will be contacted by DCG. Remedial action will be planned with the student in conjunction with the course or programme leader if required. Additional support might be put in place but cannot guaranteed to take place at a time on a timetabled day for the course.
- 6.27 Failure to respond to requests to confirm attendance by the student will result in the notification of withdrawal. The student will be given 14 days from the third attempted communication to take appropriate action. No response by the student, or action by the student (i.e. attendance at a scheduled session), or indication by the student to confirm their status will result in the termination of the enrolment, which will be held on the student record.

### **Assumed Withdrawal**

- 6.28 The College may also assume withdrawal of a student and terminate the registration on a programme of study where it is recognised that a student has ceased to engage with the programme. This can be in cases where applicants/students do not enrol, or do not attend classes (for a minimum of three consecutive weeks) and do not respond

to three attempted communications from the College.

- 6.29 Students who are terminated on the basis of assumed withdrawal who wish to return to studies will need to re-apply for their course in order to continue. In some circumstances this may be possible to continue within the current year of study.
- 6.30 A student may withdraw from a programme at any time. A student wishing to withdraw must complete the complete the appropriate 'HE Withdrawal of Studies' form (available on the Virtual Learning Environment (VLE)) and submit to the Course Leader.
- 6.31 The Course Leader must then sign the form and pass on to the Team Manager responsible for the programme area.
- 6.32 The Team Manager is then required to submit the completed form to the relevant Business Partner (Information Systems) who will must then notify the following departments and organisations of the student's withdrawal:
- College Finance Department
  - College IT Department
  - Student Finance England
  - The awarding organisation or validating partner institution

The Business Partner (Information Systems) will also confirm the withdrawal in writing to the student.

### **Financial Grounds**

- 6.33 The College reserves the right to terminate the registration of any student who is in tuition fee debt to the College and has not met their tuition fee obligations as outlined in the Tuitions Fees Policy (including HE Supplement)
- 6.34 Students will be given reasonable opportunity to make arrangements to pay any necessary tuition fee debt or establish arrangements to have tuition fee debts paid, including by student loan. Failure to meet specified payment deadlines will result in students' registration being terminated.
- 6.35 Students who fail to pay fees, no matter their mode or length of attendance and proposed method of payment, will be charged the amount that the College should have received from Student Finance England/Student Loans Company. Failure to pay fees will initially result in suspension and non-access to the College's IT system followed by withdrawal from the course.
- 6.36 The registration of any student who is in tuition fee debt to the College may be terminated provided that;
- (a) The student has been informed by the appropriate officer, on behalf of the creditor, in writing of the payment due to the College and has been given reasonable notice of the date by which payment was due; and
  - (b) The student has been informed in writing that failure to pay the outstanding tuition fee debt would lead to the termination of registration of the student; and
  - (c) The student has failed to pay the sum due by the due date.
- 6.37 In cases where a student's registration is terminated on the basis of a tuition fee debt, the student will be formally notified in writing.
- 6.38 Any appeal against a termination on the basis of a tuition fee debt must be submitted in writing within 20 working days of the notification to the Higher Education and Higher-Level Skills Manager, who will consider the appeal and advise the Head of Higher Education or nominee. The Head of Higher Education decision on the appeal will be

final.

## **7 CREDIT AND INTERMEDIATE AWARDS FOLLOWING WITHDRAWAL FROM A PROGRAMME OR TERMINATION OF REGISTRATION**

- 7.1 In the case of a withdrawal or termination of registration, the relevant Board of Examiners (or equivalent) will consider modules successfully completed and will award appropriate credit which may, if the necessary requirements have been fulfilled, lead to an intermediate award. Where credits from higher levels are taken in fulfilment of the intermediate award these credits are considered to be spent and cannot be used in the future to obtain a higher award. Please refer to the individual academic regulations of the validated programme for the maximum number of credits allowed to be counted down.

## **8 REAPPLICATION FOLLOWING WITHDRAWAL FROM A PROGRAMME OR TERMINATION OF REGISTRATION**

- 8.1 Following withdrawal from programme registration where the student requests reapplication to the same programme of study, applications must be made through the Admissions process. Usual Undergraduate assessment regulations will apply to the recommencement of study.
- 8.2 Following termination of programme registration any application to an alternative programme of study must be made through the Admissions process. If a place on the programme is offered, the date of recommencement of study will depend on the point within the Admissions cycle that the application is made, the availability of places, and may also be subject to an agreed attendance and achievement agreement. Students should also ensure that any necessary funding is available.

## **9 INTERRUPTION OF STUDIES**

- 9.1 If the extent of disruption caused by admissible mitigating circumstances means that it is not practical for a student to continue on the programme in the current academic year, they may be advised to take a break from study. The student may be advised to suspend their studies until such time as the circumstances affecting performance have passed, provided that the maximum period of registration for the programme is not exceeded.
- 9.2 The authorised break from study must be for a minimum of one semester and should not be for more than one year. Students may commence the break in study no later than one calendar month before the end of teaching on the modules involved. Thereafter the mitigating circumstances process applies, where appropriate.
- 9.3 It is expected that the student will return to the same programme and stage of study. If a student wishes to return to a different programme, a programme transfer must be requested.
- 9.4 Students who are on an authorised break from study are not registered with the College, i.e. a student is temporarily suspending their studies. This means that in normal circumstances the student does not have the right of access to certain College facilities.
- 9.5 The authorised break from study normally commences on the date the College is formally notified by the student of their intention using the online form. On receipt of the online form, the authorised break from study must be endorsed by the programme leader and the Team Manager. The programme leader will explain the implications of the decision.

## 10 TRANSFER BETWEEN PROGRAMMES

- 10.1 Students may transfer from one programme to another, subject to the approval of both programmes concerned. Transfers necessitate change to both the recorded enrolment and the registration for an award.
- 10.2 Students have the right to transfer to another programme if all the following conditions are satisfied:
- (i) The student's qualifications are comparable to those of other students on the programme to which they wish to transfer.
  - (ii) If the programme is professionally based, the student possesses the attributes required for entry.
  - (iii) The programme is not oversubscribed.
- 10.3 Students may be transferred by the College as a result of programme validation

## 11 RESPONSIBILITY AND OVERSIGHT OF THE POLICY

- 11.1 The Deputy Chief Executive Office (Deputy CEO) has the executive responsibility and strategic oversight of the Enrolment Policy.
- 11.2 The Director of Services for Students on conjunction with the Head of Higher Education is responsible for the effective development, implementation and review of the policy and procedures.
- 11.3 The Student Services team are responsible for the day to day administration and implementation of the procedures described in this document.
- 11.4 The Senior Leadership Team, College Heads and Team Managers all have a responsibility to give full and active support to the policy by ensuring the policy is known, understood and implemented.

## 12 IMPLEMENTATION ARRANGEMENTS

- 12.1 The arrangements that outlined below build on previous good practice and seek to provide additional impetus and coherence.
- 12.2 **The Admissions Leadership Group** – chaired by the Director of Services for Students. This group will lead on the strategic direction and development of the enrolment process. Group membership will consist of the Senior Leadership Team; Faculty Heads, Faculty Assistant Heads and senior support managers.

## 13 MONITORING AND REVIEW

- 13.1 The Admissions Leadership Group will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Deputy CEO and the Director of Services for Students.
- 13.2 The policy is reviewed in light of its operation in the current cycle (including applied learning from complaints or issues which may have arisen), any new or upcoming PSRB requirements or good practice statements by bodies such as the QAA.

- 13.3 This policy is operational for a full academic cycle starting in the September of each year.
- 13.4. All new members of staff are made aware of the policy and procedures during the programme employee induction phase.
- 13.5. The policy is published via the staff policy portal, is available to students via the student VLE and is accessible via the Derby College Group website. This policy can be provided in alternative formats on request.
- 13.6. Any updates or amendments to the policy and procedures are disseminated to the Leadership and Management team and communicated to team members.
- 13.4 Individual exceptions to this policy can only be authorised by the Head of Higher Education. Such exceptions will not be regarded as setting a precedent but should be reviewed on an annual basis when the policy is being updated. Any individual exceptions that are made will be captured and clearly communicated to the degree awarding power.

## **14 GUIDELINES**

N/A

## **15 TEMPLATES/FORMS**

N/A

## **16 RELATED DOCUMENTS**

6.1 This policy should be read in conjunction with the following documents:

- Admissions Policy (Higher Education)