

Chapter 1 Entry, Registration and student status

1 Regulations

- 1.1 All students (including all further education, undergraduate, postgraduate and research students, those attending for approved short courses and those attending De Montfort University programmes in partner institutions) will be subject to the Regulations of the University in force at any time during the period of their studies. These Regulations are available via the Internet on www.dmu.ac.uk/student-regulations and in hard copy on request during office hours from Faculty Offices and Student & Academic Services.

In addition, students attending De Montfort University programmes in partner institutions or undertaking placement with approved providers as part of their programme, will be subject to codes of conduct and disciplinary regulations in force in the partner institution or placement provider.

- 1.2 All students are subject to established procedures for academic assessment and progression, variation of their registration status, exclusion on academic grounds, and to the rules and procedures relating to disciplinary offences as determined by the Board of Governors.

2 Registration

2.1 Minimum age for applicants

There is no minimum or maximum age requirement for applicants to University programmes. Applicants will normally be aged 18 years or over within 12 weeks of enrolment. Applicants who will not be 18 on enrolment should read the University's "Policy for managing students who are under 18 on enrolment" available from Student and Academic Services.

2.2 Legal right of residence

The University reserves the right to refuse acceptance or registration to a candidate for admission where the University is aware that the candidate has no current legal right of residence in the country where the candidate would be undertaking studies. Where the University suspects that a candidate may be in such a position then the University reserves the right to defer acceptance or registration while it undertakes enquiries to verify the legal status of the candidate.

2.3 Registration card

In order to be recognised as a student of the University, a person must obtain a personal registration card, which bears his or her official registration number. This card cannot be issued until the prospective student has completed enrolment. The card remains the property of the University, must be carried at all times whilst on University premises, and must be surrendered to any authorised officer of the University on request.

2.4 Payment of fees

No person shall be recognised as a student of the University until s/he has paid the appropriate fees or made arrangements for payment acceptable to the University.

2.5 Criminal Convictions

2.5.1 The policy of the University is that no person is discriminated against, either directly or indirectly, on the grounds of their offending background. Nonetheless, where a course leads to a qualification or licence to practise a particular profession, the University has a duty to ensure that it recruits and trains people who will not be prevented from entering their chosen profession because of their offending background. Applicants for places on such courses are required to obtain appropriate disclosure from the Disclosure and Barring Service. A criminal record will not automatically prevent an applicant from taking a place.

2.5.2 Failure formally to notify a criminal conviction which has not been spent under the Rehabilitation of Offenders Act 1974, or acceptance in the previous five years of a Police Caution, or any investigation which might lead to a criminal conviction, may result in withdrawal of registration on any programme. Such notifications must be made on the application form or self declaration form or subsequently to the Head of Security.

Records of all such investigations shall be maintained in accordance with the University's policy on retention and disposal of student records set out in Chapter 7, Paragraph 3 of these General Regulations.

2.5.3 The University reserves the right to undertake a risk assessment for the safety of all staff and students, and the applicant concerned, when considering the admission of any applicant who has previously committed a serious offence involving violence against another person or the misuse of illegal drugs¹.

2.6 Family members who are University staff

The University prohibits direct teaching, examining or supervising of one family member by another. Whilst there is an expectation that the member of staff will ensure the University is aware of any such cases, students also have a responsibility to inform their Faculty Head of Studies or Faculty Head of Research if this situation arises.

If a student is aware that any member of their family is, or becomes, a member of Professional Services (i.e. non-academic) staff they must inform the Director of Student & Academic Services who will ensure appropriate measures are in place to protect confidentiality and integrity of data.

2.7 Untrue statements and omissions

The discovery, however belated, of any form of fraudulent, untrue or misleading statement or one which omits pertinent facts (eg an unspent criminal conviction) on an application, declaration or registration form or made during the application process or at interview, or failure to fulfil any registration or enrolment requirements (eg failure to provide original examination certificates or to apply for a Disclosure and Barring Service disclosure) will lead to an immediate withdrawal of any offer of a place.

¹ See also the University's Admissions Policy and the University's Policy and guidelines on the misuse of illegal drugs at Chapter 2, Annex 4 of these Regulations.

Where the applicant has already registered as a student of the University, the Director of Student & Academic Services may declare the registration void, in which case the student shall be withdrawn from the University.

In such cases, the former applicant or student may present any explanation or observations to the Vice-Chancellor in writing within 14 days of the date on which the Director posted the letter notifying the student of withdrawal of registration. On receipt of such written representation, the Vice-Chancellor will review the action taken by the Director. The decision of the Vice-Chancellor shall be final and not subject to review by any other University body.

Where, in accordance with this regulation, the offer of a place has been withdrawn or a student's registration has been declared void, that person will not normally be eligible to gain readmission to the University at any time in the future.

2.8 Registration on more than one programme

No student may be registered simultaneously on a full-time programme and any other programme of studies, whether solely with the University or involving any other institution, without the explicit written permission of the member of staff designated as responsible for the full-time programme. The discovery of any such dual registration may result in the withdrawal of registration on either or both programmes.

2.9 Students in paid employment

Students should note that they will be personally responsible for ensuring that their academic work is not disadvantaged by any paid employment. Students are advised that full-time employment is not consistent with the requirements of full-time study. Employment in excess of 15 hours per week is likely to be detrimental to academic achievement and the health and wellbeing of the student.

No student registered on a full-time programme should present commitment to paid employment as extenuating circumstances in requesting deferral of an assessment (see Chapter 5: *Deferral of assessment on grounds of extenuating circumstances*) or in appealing against an assessment board decision (see Chapter 8: *Students' right of appeal against assessment board or Higher Degrees Committee decisions*).

2.10 Student address and changes of address

Completion of registration for an academic year requires notification by each student of his/her home address and local residential address where appropriate. All students must therefore confirm this information at the start of every academic year. In addition, for registration in a current academic year to remain valid, a student must notify the University of any change(s) in local or permanent home address(es) from those given on his/her enrolment form, as soon as any change has been effected.

2.11 Student name and change of name

Applicants must apply using their name as it appears on their birth certificate or passport unless they can provide suitable evidence that their name has been formally changed (for example by marriage, divorce or statutory declaration). This name must be shown on the student's enrolment form. All official documentation, including final award certificates, will be provided under the name that the student declared on their enrolment form. The University is not able to produce documentation in any other name, including any name change which occurs after the student has graduated or otherwise left the University.

3 **Variation to registration status**

The registration of a student can be terminated or suspended as an outcome of failure in assessment, as an outcome of a disciplinary hearing, as the outcome of an academic offence hearing, as a result of failure to pay outstanding debts or persistent absence from the University.

Additionally, the designated senior member of staff has the power immediately to suspend a student from the University, or to exclude the student from particular facilities, or to require that the student have no contact with a named person or persons, or otherwise to vary the conditions of study and attendance of a student, if there is good and sufficient cause. (See Chapter 2: *Student Discipline* and Chapter 3: *Provision for students whose behaviour causes concern*).

4 **Attendance and absence**

4.1 Monitoring attendance

Students are required to attend all scheduled activities within their programme. Students with a poor attendance record will be sent a series of warning letters from their Faculty. If they fail to respond, and/or absence persists, the Faculty reserves the right to terminate the student's registration.

For further information please refer to the University's student attendance monitoring policy, Annex 1 to this chapter.

4.2 Absence

Students must not be absent from the University without good cause. For absences due to illness, lasting up to six consecutive calendar days, students must inform tutors, whose classes they are missing, of the reasons for their absence. For absences of seven consecutive days or more due to illness a medical certificate must be submitted to the Faculty Office responsible for the student's programme. If the student wishes the illness to be taken into account in relation to an assessment of work, s/he must follow the procedures set out in Chapter 5 of these Regulations.

4.3 Students receiving Local Authority (LA) or Student Loans Company (SLC) financial support

Students in receipt of any LA or SLC financial support should note that the University is obliged to inform the LA or SLC of any unauthorised absence and absences due to illness of more than 60 days.

4.4 Students who hold a Tier 4 Visa

Students who hold a Tier 4 visa whose attendance falls below the required standards will be reported as no longer attending the University to UK Visas & Immigration (UKVI). This may lead to UKVI curtailing the student's visa as per their regulations.

4.5 Extended leave of absence

When extended leave of absence is requested for any purpose, except special study (which may be approved as part of the programme), a student must approach the appropriate Associate Dean Academic (or supervisor in the case of research students).

4.6 Withdrawal

A student who decides to withdraw from a programme must inform his or her Head of Studies or supervisor in writing, clearly stating the date on which they wish to withdraw. In exceptional circumstances the University may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practice or academic offence investigation and panel hearing.

4.7 Student participation in British Universities & Colleges Sport (BUCS) competitions

The University fully supports the participation of University teams in the Quarter Final, Semi-Final and Final stages of BUCS competitions. Staff may grant leave of absence to students in these exceptional circumstances on condition that the following guidelines are adhered to:

1. The student should make the member of staff aware of his/her probable participation in a team competing in the final stages of a BUCS competition.
2. At the same time the student should inform the member of staff of the dates of the Quarter Finals, Semi-Finals and Final of the event in which they are taking part.
3. The student should give the member of staff one week's (or if this is not feasible at least 4 days) notice of requiring leave of absence from a lecture on a Wednesday morning.

Students requesting absence from lectures and other academic activities should note that they will be personally responsible for ensuring that they are not disadvantaged by such an absence and will take personal responsibility for making good their inability to be present at lectures etc.

Professional obligations within programmes cannot be compromised and the final decision in these situations rests with the Programme Leader (or supervisor in the case of research students).

5 Payment of fees and other commitments

5.1 Students' responsibility

Students are responsible for the payment of the following fees for each session, and payment is due at the start of session:

- Tuition fee
- Accommodation fee (where applicable)
- Programme registration fee, where applicable
- Programme examination fee, where specified.

Students may be allowed to pay their fees by instalments in accordance with such procedures as are notified.

5.2 Temporary registration

The Director of Student & Academic Services has discretion to allow a person who has not yet paid the fees, or made arrangements for payment acceptable to the University, or who has any other debt to the University, to attend a programme for a temporary period. Such persons are, for the temporary period, subject to the same rules and regulations as apply to fully registered students. If these persons have not paid their fees or other debts by the end of the temporary period, their registration shall be declared void.

5.3 Varying payment date

The requirement with regard to date of payment (6.1 above) may be varied where evidence is produced that the particular fees are to be paid by the Student Loans Company, a local authority, or other sponsoring organisation according to any arrangements as may be acceptable to the appropriate University authority.

5.4 Sanction for failure to pay tuition fees

The assessment results of students who owe tuition fees will be given on the standard notification form, endorsed with a statement that the student is in debt to the University.

Academic awards shall not be conferred upon students who owe tuition fees.

The University will not provide references, confirmation of award and/or achievement, replacement transcripts or certificates or verification of true copy documents for students with tuition fee debts or for those who have been expelled from the University for non-payment of tuition fees.

After due warning, the registration of students who have failed to pay tuition fees shall be declared void by the Director of Student & Academic Services, acting on behalf of the Vice-Chancellor.

The University reserves the right to implement alternative debt collection procedures, including the engagement of a commercial debt collection agency, in the case of any student who has unpaid tuition fees for any period or still outstanding on completion of their programme or on termination of their registration. The University will pass on any extra costs incurred to the student.

5.5 Accommodation fees

A student resident in a University Hall of Residence or other University housing must pay the appropriate accommodation fees by the date stipulated in the Occupational Licence which s/he is required to sign. Where the student fails to pay the fees by the due date in any period, the University may terminate the Occupational Licence by giving not less than one week's written notice to the student.

The University will endeavour to work with students who fall in to debt in relation to their accommodation fees and will pursue all methods of debt recovery with due consideration given to the student's individual circumstances. If the University's internal enforcement mechanisms have been unsuccessful then the University may engage the services of a commercial debt collection agency where appropriate.

In the event that a student does not pay the amount owed and all alternative methods of obtaining payment have been exhausted the University may, in exceptional circumstances and taking in to account all the circumstances of the particular case including whether or not there has been any challenge or complaint about the amount owed, implement the sanctions outlined in paragraph 6.4 (above).

5.6 Textbooks, equipment and other materials

For some programmes, students are required to provide themselves at their own expense with specified equipment, materials and textbooks. For some programmes the Faculty makes a charge for materials. Such charges are notified to students before they enrol. In some instances the Faculty may loan textbooks, equipment and other materials to students. Failure to return these items within the agreed period may result in the student incurring a debt to the University (see paragraph 6.7 below). Faculties will notify students of this possible sanction before a loan is authorised.

5.7 Failure to pay other academic fees and dues

The University will endeavour to work with students who fall in to debt in relation to other academic fees and dues and will pursue all methods of debt recovery with due consideration given to the student's individual circumstances. If the University's internal enforcement mechanisms have been unsuccessful then the University may engage the services of a commercial debt collection agency where appropriate.

In the event that a student does not pay the amount owed and all alternative methods of obtaining payment have been exhausted the University may, in exceptional circumstances and taking in to account all the circumstances of the particular case including whether or not there has been any challenge or complaint about the amount owed, implement the sanctions outlined in paragraph 5.4 (above).

5.8 Examinations

Some examinations have specific entry and/or fee requirements over and above the University registration processes described above. In such cases, it is the responsibility of each student to submit completed examination entry forms by the due date in accordance with official notices.

Further information about examination entries may be obtained from Faculty Offices.

5.9 Replacement certificates and transcripts

The University makes an administrative charge for providing certified true copy replacement award certificates and transcripts.

6 Health and Safety

Each registered student is required to ensure that s/he is fully aware of Part 1 of the University's Health and Safety Policy statement, and Part 2 entitled 'University Staff and Students', which has particular reference to students' responsibilities at the University in respect of health and safety. Extracts from the University's Health and Safety Policy, Parts 1 and 2 are reproduced in Chapter 9 of these Regulations. The full Health and Safety Policy is published on the De Montfort University Intranet.

7 Policy on Gifts

The University takes its obligations under the Bribery Act 2010 very seriously, and in light of this discourages all students from giving gifts to members of staff. It should also be noted that a breach of this provision in certain circumstances could amount to both a disciplinary and criminal offence.

8 Rescinding of an Award

The University reserves the right to rescind and deprive a person of any award granted to him by or on behalf of the University in accordance with section 76(5)(c) of the Further and Higher Education Act 1992. These provisions may be applied in cases where allegations of a serious academic offence have been substantiated after an award has been conferred or if a student has gained admission to the University via deceptive or dishonest means.

The decision to rescind an award will be taken by the Vice-Chancellor on the recommendation of the appropriate Assessment Board or Higher Degrees Committee.

The Director of Student & Academic Services, or nominee, will write to the student accordingly. Any student who wishes to appeal such a decision should do so in writing to the Director of Student & Academic Services who will arrange for a member of the Board of Governors to review the decision.

9 Tier 4 Students

Students sponsored by the University under Tier 4 are subject to additional responsibilities. Where a student fails to fulfil these responsibilities, the University will take appropriate action, up to and including withdrawal of Tier 4 sponsorship, which will lead to curtailment of the student's Tier 4 visa by UK Visas and Immigration ("UKVI").

Tier 4 students must update the University of changes to their contact details. Failure to respond to requests for confirmation of contact details will be deemed as students not complying with a request from their Tier 4 sponsor and the University will withdraw sponsorship. Students should note that the locality of their home address is not an acceptable reason for missing University engagements.

It is the responsibility of the student to ensure that they have valid, in-date permission to be in the UK. At any time during a student's enrolment, should the University not be satisfied that a student has valid permission to be in the UK, the University will withdraw sponsorship. Where there is failure to provide original documentation demonstrating valid leave, the University will assume the student does not have valid leave and will take action accordingly.

The University will contact students from time to time regarding issues relating to a student's Tier 4 status. Repeated failure to respond satisfactorily to requests for information will be deemed as the student not complying with their Tier 4 sponsor, and the University will withdraw sponsorship.

Should the University have concerns about a student failing to comply with any terms of their Tier 4 visa, such as excessive employment, the University reserves the right to report these concerns to UKVI and/or withdraw sponsorship.