

# 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 and policies of the University in force at any time during the period of their studies.
- 1.2 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.
- 1.3 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 disciplinaries as per the Chapter 2 of the [General Regulations](#).

### 2 Registration

- 2.1 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 registration. Applicants who will not be 18 upon registration should read the University's [policy for managing Students who are under 18 on registration](#).
- 2.2 Deadlines for registration can be found in the [Academic Regulations](#) (Paragraph 6.2).
- 2.3 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.

#### 2.4 Student ID card

Eligible Students will be provided with personal Student identification card, which bears their official registration number. This card cannot be issued until the prospective Student has completed registration. The card remains the property of the University, it must be carried at all times whilst on University premises, and must be surrendered to any Staff member of the University on request. The card must not be given to any other Student or individual. Students found in possession of an ID card that does not belong to them, will have both their own card and the card for the other person(s) confiscated and they (and the card owner) could be subject to disciplinary proceedings.

#### 2.5 Payment of fees

No person shall be permitted to remain registered as a Student until they have paid the appropriate fees or made arrangements for payment acceptable to the University in accordance with the [Charging and Refunding Policy](#).

Any work due to be submitted during a period of de-registration will be counted as a non-submission. Individuals should read this clause in conjunction with Chapter 1, [clause 5.4](#) for further detail.

#### 2.6 Criminal Convictions

2.6.1 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. Some courses are exempt from the Rehabilitation of Offenders Act 1974, for example, courses which involve a placement in law enforcement, a health and social care environment, or a school, in which case spent conviction(s), caution(s), reprimand(s) and final warning(s) will need to be declared. 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.

2.6.2 As part of the registration and re-registration process all prospective Students and current Students are required to provide accurate and up-to-date details of any relevant unspent criminal convictions. Failure formally to notify the University of a criminal conviction, which has not been spent under the Rehabilitation of Offenders Act 1974, or of any police 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.

- 2.6.3 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 5](#) of these General Regulations.
- 2.6.4 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 criminal offence. For further guidance please see the [University Admissions Policy](#)
- 2.7 Family members who are University Staff  
The University prohibits direct teaching, examining or supervising of a Student by a member of Staff who is either a family member or in a close personal relationship. 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 Associate Dean (Academic) or Faculty Associate Dean (Research and Innovation) immediately, in writing, if this situation arises. This information will be kept on record, for the duration of the Student's registration at the University, to avoid such situations occurring.
- 2.8 If a Student is aware that any member of their family (or a person they are in a close personal relationship with) is, or becomes, a member of Professional Services or Senior Staff they must inform the Registrar (Academic) or nominee who will ensure appropriate measures are in place to protect confidentiality and integrity of data.
- 2.9 Untrue statements and omissions  
The discovery, however belated, of any form of fraudulent, untrue or misleading statement or one which omits pertinent facts (e.g. an unspent criminal conviction, or report from Occupational Health about a Student) on an application, declaration or registration form or made during the application process or at interview, or failure to fulfil any registration requirements (e.g. 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 (as per [Clause 2.5](#)).
- 2.10 Where the Applicant has already registered as a Student, the Registrar (Academic) may declare the registration void, in which case the Student shall be withdrawn from the University.
- 2.11 In such cases, the former applicant or Student may present any explanation or observations to the Vice-Chancellor in writing within 10 University working days of the date on which the Registrar (Academic) posted and/or emailed the letter notifying the Student of their withdrawal of registration. On receipt of such written representation, the Vice-Chancellor will review the action taken by the Registrar (Academic). The decision of the Vice-Chancellor shall be final and not subject to review by any other University body.
- 2.12 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.

2.13 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.

2.14 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. Where the Student is subject to border control in the UK, the Student is personally responsible for ensuring that any work undertaken does not represent a breach of any restrictions on hours or type of work as per the Student's Visa. 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.

2.15 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*).

2.16 Where the University has concerns that a Student sponsored under its Student Route license is working hours in excess of those permitted under the terms of their visa, following investigation, the university reserves the right to cancel the Student's registration and notify UKVI (UK Visas and Immigration) of a withdrawal of Student Route sponsorship for that Student.

2.17 Student address and changes of address and contact details

Completion of registration for an academic year requires notification by each Student of their permanent address, term-time address and contact details, 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 term-time or permanent home address(es) from those given on their registration form, as soon as any change has been affected.

2.18 The University requires Student Route visa students to have a term-time address that is consistent with the requirement for students to be attend the university on a regular basis, in terms of travel time and cost. Student term-time addresses for students registered at De Montfort University must be within a 40-mile radius of the campus, term-time addresses for students registered at DMUIC must be within a 30-mile radius of campus.

2.19 Student Route visa Students who declare a term-time address outside of a 40 for DMU students and 30-mile radius for DMUIC students, or that are believed to have declared an address at which they do not genuinely reside in during term time will have their registration cancelled and the University will notify UKVI of a withdrawal of Student Route sponsorship for that Student.

#### 2.20 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). Students are required to submit official ID documentation as part of the registration process. The name on the Student record will be updated to reflect the Student's official name. All official documentation, including final award certificates, will be provided under the name that the Student declared on their registration 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. The University will look at requests for a change of name on award documentation if the former student has changed their name due to identifying as a trans person. To process these requests, please contact the Academic Awards Team directly by email [academicawards@dmu.ac.uk](mailto:academicawards@dmu.ac.uk) for more information please see the policy on student names found [on our website](#)

### 3 Variation to registration status

- 3.1 The registration of a Student can be ended 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.
- 3.2 Additionally, the designated senior member of Staff has the power to immediately 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: [Student Concern Process](#)).
- 3.3 Where a student is deregistered (regardless of reason), the student loses access to university facilities, services and teaching and learning provision. This is inclusive of a student not being able to submit work (deemed as non-submissions), lodge deferrals, academic appeals or complaints.

### 4 Attendance and absence

- 4.1 Monitoring attendance  
Students are expected to be present at all scheduled activities within their programme. Students with a poor attendance record will be notified by their Faculty and ultimately be deregistered from university.
- 4.2 Faculties may monitor other forms of academic engagement including but not limited to learning platforms such as virtual learning environment (VLE) and MS Teams and Library usage.
- 4.3 For further information please refer to the University's student attendance monitoring policy, Annex 1 to this chapter.

#### 4.4 Absence

Students must not be absent from the University without good cause, this includes failure to be present at scheduled face to face classes or live (synchronous) online teaching. For absences due to illness, lasting up to six consecutive calendar days, Students must inform the tutors, whose classes they are missing, of the reasons for their absence. For absences of seven consecutive calendar 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, they must follow the procedures set out in [Chapter 5 of these Regulations](#).

For absences of 7-14 consecutive calendar days due to illness a medical certificate must be submitted to the Faculty Office responsible for the Student's programme.

Persistent absence from the University could result in a change to a variation in registration status as per paragraph 3.1 of this chapter.

- 4.5 Students receiving Student Loans Company (SLC) financial support Students in receipt of any SLC financial support should note that the University is obliged to inform the SLC of any absences which are authorised or unauthorised (including longer term absences due to illness) which are recorded on our student records system. Where a break in learning/a leave of absence is recorded on a student's record, it will be notified to the SLC. Where absences are backdated (including a leave of absence or withdrawal), we will notify the SLC of your last date of attendance and funding eligibility will be calculated by the SLC accordingly

#### 4.6 Students who hold a Student Route Visa

In addition to 4.2 above, attendance for Students who hold a Student Route visa will be specifically monitored through timetabled taught activities only. Those Students whose attendance falls below the required standards will be reported as no longer attending the University to UKVI. This may lead to UKVI cancelling the Student's visa as per their regulations.

#### 4.7 Leave of absence

When a leave of absence is requested for any purpose, except special study (which may be approved as part of the programme), a Student must contact the appropriate Associate Dean (Academic) (or supervisor in the case of research Students) to make the request. This should be done at the earliest opportunity, in advance of the extended leave period. A leave of absence cannot be withdrawn/appealed

- 4.8 Where a Student Route Student is requesting a leave of absence, under any circumstances, that is 4 consecutive weeks or more (excluding university vacation periods), the authorisation of this absence must also be approved by the Immigration Compliance Manager. Any absence that is taken that has not been authorised will count against the Student's non-attendance record and may contribute to the University's decision to cancel the Student's registration and withdraw Student Route sponsorship for that Student.

4.9 Withdrawal

A Student who decides to withdraw from a programme must inform their Associate Dean (Academic) or nominee in writing that 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 Practise or Academic Offence investigation and panel hearing. If a withdrawal is granted and there are disciplinary procedures in progress, any return to study will result in outstanding procedures being resumed upon return.

4.10 Student participation in sport training and competitive fixtures, including but not limited to British Universities and Colleges Sport (BUCS) competitions.

4.10.1 As per 4.10 students are expected to be present at all scheduled activities within their academic programme.

4.10.2 Students' absence for sport training is not permitted.

4.10.3 The Associate Dean (Academic), or nominee, may grant leave of absence to Students for competitive fixtures where the student is representing DMU (e.g. BUCS) and /or their home nation is permitted. This would normally relate to a Wednesday, but quite often to other days of the week for national competitions. In these circumstances on condition that the following guidelines are adhered to:

4.10.4 The Student should make Associate Dean (Academic), or nominee, at the earliest opportunity.

4.10.5 At the same time the Student should inform the Associate Dean (Academic), or nominee, of other dates they are representing DMU in a competitive fixture.

4.10.6 The Student should give the Associate Dean (Academic), or nominee, one week's (or if this is not feasible at least 4 University working days) notice of requiring leave of absence from a lecture.

4.11 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 and other academic activities.

4.12 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, students become liable at the start of each session (see also 5.3):

- Tuition fee.
- 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. Please refer to the [Student Debt Collection Policy](#) for details

### 5.2 Temporary registration

The Registrar (Academic) 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 (5.1 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

Students who owe tuition fees will not be permitted to access university facilities, services and teaching and learning provision. This is inclusive of a student not being able to submit work (deemed as non-submissions), lodge deferrals, academic appeals or complaints. No academic qualification shall be awarded to Students who owe tuition fees.

5.5 Student will not be permitted to attend their graduation ceremony where other university charges remaining outstanding e.g. accommodation, av equipment, library, sports assets.

5.6 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, as per paragraph 8.1 of the [Student Debt Collection Policy](#).

5.7 After due warning, those Students who have failed to pay tuition fees shall be de-registered by the Registrar (Academic), or nominee, acting on behalf of the Vice-Chancellor.

- 5.8 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 has outstanding fees on completion of their programme or when their registration is ended, if they are dismissed. The University will pass on any extra costs incurred to the Student.
- 5.9 Accommodation fees  
A Student resident in a University Hall of Residence or other University accommodation must pay the appropriate fees by the date stipulated in the Occupational Licence which they are required to accept.. 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.
- 5.10 The University will endeavour to work with Students who fall into 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
- 5.11 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 above.
- 5.12 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 register. 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 below), which may affect the Student's eligibility to participate in graduation ceremonies. Faculties will notify Students of this possible sanction before a loan is authorised. Audio Visual Loans has its own terms and conditions which can be found [on the DMU AV Loans website](#).
- 5.13 Failure to pay other academic fees and dues  
The University will endeavour to work with Students who fall into 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
- 5.14 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.

- 5.15 Further information about examination entries may be obtained from Faculty Offices.
- 5.16 Periods of suspension, debt hold or debt exclusion will not be accepted as valid reasons for seeking extensions, deferrals or academic appeals.
- 5.17 Replacement certificates and transcripts  
The University makes an administrative charge for providing replacement award certificates and transcripts. Students must complete the application process to request a replacement [certificate](#). The University is also able to provide certified copies for a charge.

## 6 Health and Safety

- 6.1 Each registered Student is required to ensure that they are 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 10 of these Regulations](#). The full Health and Safety Policy [can be found on our website](#).

## 7 Policy on Gifts

- 7.1 The University takes its legal obligations under the Bribery Act 2010 very seriously, and in light of this, Staff are not able to receive gifts from Students under any circumstances. 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

- 8.1 The University reserves the right to rescind and deprive a person of any award granted to them by or on behalf of the University in accordance with section 76(5)(c) of the Further and Higher Education Act
- 8.2 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.
- 8.3 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.
- 8.4 The Registrar (Academic), or nominee, will write to the Student accordingly. Any Student who wishes to appeal such a decision should do so in writing to the Registrar (Academic) within 10 University working days, who will arrange for a member of the Board of Governors to review the decision.

## **Annex 1: Student Attendance Monitoring Policy**

- 1** Students are required to be present at and engage with their studies in the manner dictated by the specifics of their programme of study. This policy applies to all taught Students at all levels of study.
- 2** Students are required to register their attendance at every taught session. Your attendance and engagement will be monitored weekly. Faculties will check the record at regular intervals throughout the year.
- 3** The University acknowledges that at times a Student's Attendance could be impacted by a disability or health condition. If a Student thinks this might result in Attendance concerns, they should contact the Disability team or the Wellbeing team to discuss whether there are approaches to support or adjustments which could be beneficial.
- 4** If you are a Student Route (including Tier 4) visa Student, you are not permitted to study the course remotely; you are therefore expected to attend all timetabled in-person<sup>1</sup> teaching.
- 5** Unauthorised absence which causes concern to your Faculty will result in the following actions:
  - 5.1** If your Attendance and/or online presence does not meet the above requirements for the period monitored, the Faculty will contact you. This correspondence will contain appropriate advice and guidance for you in relation to supporting your engagement with your studies.
  - 5.2** Following the Faculty contacting you regarding your non-attendance, your Attendance will continue to be monitored. Should your Attendance not improve the Faculty will contact you again.
  - 5.3** Upon receipt of a second communication regarding non-attendance, Student Route visa holders will be deemed to be de-registered and UKVI will be notified, unless:
    - 5.3.1** A sufficient period of non-attendance authorised by the Faculty means that consecutive non-attendance has not exceeded the threshold permitted under this policy, or:
    - 5.3.2** A Student has successfully appealed their de-registration via the process set out in this document.

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<sup>1</sup> Defined as any teaching activity at which you must be physically present/attend in person i.e. not online.

For all other Students, if your relevant Attendance/presence online does not improve or you are not able to provide a satisfactory explanation for non- attendance/presence online or where there is insufficient evidence of other academic engagement (such as on-time submission of a genuine attempt at written work or participation in assessments), you will be deemed to be de- registered and the Student Loan Company notified (where relevant).

In all cases, you will need to provide evidence in support of your declared reason for absence; without such evidence, your absence will not be authorised.

For the purposes of Student Route visa holder Attendance monitoring, authorised absences will not count towards periods of consecutive non- attendance. However, where a student continues not to attend after the period of authorised absence expires, the authorised absence will count towards the cumulative total absence calculation.

- 6** Faculties and individual Programmes may set more stringent requirements pertaining to Attendance. Where there is a Professional, Statutory or Regulatory Body (PSRB) requirement for attendance, the PSRB requirement supersedes the University's minimum expectation.
- 7** For apprenticeships, 100% attendance is a requirement for government funding and continuation on Programme. Apprentice Attendance will be monitored at each taught session. If an apprentice fails to attend a session, DMU will discuss this with their employer.
- 8** Where apprenticeship learning cannot be attended due to personal circumstances, alternative arrangements may be provided by DMU and agreed between apprentice, employer and programme leader. If an apprentice fails to engage with missed learning, or repeatedly misses further sessions, they may be removed from the Programme, or will be in breach of the Apprenticeship agreement.
- 9** For Student Route visa (including Tier 4) Students this policy is applied in addition to the University's UKVI Student Route Attendance Policy.<sup>2</sup>
- 10** Any Student who is de-registered for non-attendance will normally be permitted to apply to re-join the University after a period of two years from the point of de- registration.
- 11** Student Route visa Students who wish to appeal a Faculty's decision to terminate registration must show initial intent to appeal within five University working days of formal notification of the decision. Students should submit an [Attendance Appeal Form](#) to the Student Appeals and Conduct [Officer](#) (or nominee) . If no intent is shown within the five University working days, the University will begin processes of notifying UKVI.<sup>3</sup> Should a Student lodge an appeal, their Student status reverts to that of a registered Student until the outcome of the appeal is known.

- 12** Student Route visa Students will then have a further 16 University working days to submit a formal appeal in writing to the [Student Appeals and Conduct Officer](#) (or nominee).
- 13** Students on the Foundation in Art & Design (FIAD) Programme who wish to appeal the Art, Design & Humanities decision to terminate registration must show initial intent to appeal within 5 University working days of formal notification of the decision. FIAD Students will then have a further 16 University working days to submit a formal appeal in writing to the Student Appeals and Conduct Officer (or nominee), as above.
- 14** All other Students who wish to appeal a Faculty's decision to terminate registration must do so in writing to the Student Appeals and Conduct Officer (or nominee) (within 21 University working days of formal notification of the decision).
- 15** The Student Appeals and Conduct Officer (or nominee) will review the case to ensure proper procedure (as outlined above) was followed. Extenuating circumstances may be considered. Extenuating Circumstances are genuine circumstances beyond a Student's control or ability to foresee, and which seriously impair their ability to engage with/attend their teaching and learning. Their decision is final and not subject to review by any other University body.
- 16** All Students should note that periods of suspension, debt hold or debt exclusion are not grounds for seeking to appeal a decision to terminate registration on the grounds of non-attendance.

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<sup>1</sup> Please see paragraph 4.6, Chapter 1 of these Regulations

<sup>2</sup> Please see paragraph 4.6, Chapter 1 of these Regulations

<sup>3</sup> Please see paragraph 4.6, Chapter 1 of these Regulations

## **Annex 2: Apprenticeships**

Apprentices at DMU are subject to all standard Student regulations of the University, where applicable. Additionally, they are subject to the funding rules and eligibility rules of the Education Skills Funding Agency (ESFA) at the time of their enrolment onto the apprenticeship programme and the **Apprenticeship Agreement** between the Apprentice and their employer and the **Individual Learning Plan (ILP, which includes the embedded commitment statement)**, which has been signed by the Apprentice, their employer and the University.

### **1 ESFA Funding Rules**

- 1.1 The University retains the right to interpret the ESFA funding rules as it sees fit, to ensure that apprentices, employers and DMU remain compliant with up-to-date government rules.
- 1.2 If an apprentice/employer is deemed to be in breach of the ESFA funding rules, then DMU reserves the right to remove them from the apprenticeship programme. This includes, but is not limited to:
  - 1.2.1 If an apprentice/employer is identified as falsifying any information provided to determine eligibility for a government funded apprenticeship, whether or not the information impacts on their eligibility for funding.
  - 1.2.2 If an apprentice/employer is found to be failing to meet their responsibilities as outlined by the Apprenticeship Training Services Agreement (Contract for Services), the Apprenticeship Agreement, Commitment Statement or the Individual Learning Plan (ILP).
  - 1.2.3 DMU retains the right where a change in apprentice/employer circumstances affects their eligibility for funding or conflicts with the ESFA funding rules, to address their ability to continue, which might include withdrawal from the apprenticeship.

## 2 Progression of Learning

2.1 In addition to academic learning, the apprentice is required to evidence work-based learning and engage with the University to demonstrate ongoing learning in compliance with ESFA funding rules. The University retains the right to remove an apprentice from the programme if:

2.1.1 the apprentice is unable to maintain relevant and on-going work- based evidence of their apprenticeship documented in their e- portfolio

2.1.2 the apprentice fails to demonstrate ongoing evidence of at least 20% Off the Job hours on an agreed schedule by the faculty, as this is required to achieve the Gateway stage prior to End Point Assessment

2.1.3 an apprentice fails to meet agreed deadlines as set out in improvement plans/objectives designed to bring their work-based evidence up to target

2.1.4 the apprentice and/or employer fail to engage with DMU through requested meetings. This could include (but is not limited to):

- Inductions
- Scheduled learning days
- Regular, scheduled progress reviews
- Governance meetings
- Intervention/support meetings

2.1.5 the apprentice fails to demonstrate a commitment towards completing end-point assessment.

2.2 Progression towards and attainment of, approved level 2 English and Maths qualifications is an important part of the apprenticeship programme. For those undertaking a level 3 or higher apprenticeship, it is a requirement that they hold or achieve an approved level 2 in both subjects before they can successfully complete the apprenticeship. Apprentices are required to have English and Maths qualifications equivalent to GCSE grade A\* to C (or 9 to 4) or Functional Skills Level 2 to meet Gateway requirements and progress to End Point Assessment. Acceptable equivalents are set out in a published list on GOV.UK called 'Acceptable current and prior equivalent qualifications for English and Maths minimum requirements in apprenticeship standards at level 2 and above'.

- 2.2.1 Apprentices will not be able to undertake their End-Point Assessment (EPA), complete their apprenticeship or receive their completion certificate until they achieve the relevant English and Maths Functional Skills qualifications or provide evidence to demonstrate that they have achieved the equivalent qualifications required. End-Point Assessment Organisations (EPAO), including DMU, where apprenticeships are integrated are required to confirm that the apprentice has met all the requirements of the apprenticeship including the English and Maths qualifications required by the Apprenticeship Standard.
- 2.2.2 Apprentices who provide acceptable evidence for Maths and English qualifications will be recorded as being exempt from having to complete Functional Skills however any apprentices who are unable to produce original certificates for English and or Maths are required by DMU to have achieved Level 2 Functional Skills qualifications within their first 12 months on programme. This is to ensure progress is not impeded, and the apprentice is able to progress.
- 2.2.3 Additionally, English and Maths skills development is an important element for all apprentices, including those who have existing certification. All apprentices are therefore required to undertake an Initial Assessment of English and Maths skills prior to programme start (using the BKSB Initial Assessment Tool). This initial assessment measures and captures the apprentices current working level and allows programme teams to complete the learner's Individual Learning Plan (ILP) and direct them to relevant materials/DMU services to ensure that all learners receive relevant support to improve these skills during their apprenticeship.
- 2.2.4 Certification demonstrates competency for the ESFA. For Ofsted, however, progress made from the starting position is of pivotal importance. This is why all apprentices undertake their BKSB Initial Assessment prior to being inducted onto programme, and improvement of these skills must be captured in their ILP, and discussed during quarterly tripartite progress review meetings.

### **3 Break in Learning**

- 3.1 Apprentices may take a Break in Learning only if they will be inactive for 4 weeks or more and plan to resume their studies at a later date. The interruption (including the duration) must be expressly agreed by the University and the apprentice's employer.
- 3.2 If an apprentice intends to take a Break in Learning, the apprentice must notify their personal tutor and the Central Apprenticeship team immediately.
- 3.3 If there is any change to their circumstances or employment status, the apprentice must notify their personal tutor, faculty compliance officers immediately (contact details found in your Individual Learning Plan (ILP))

### **4 Student Finance**

- 4.1 Apprentices are not eligible for Tuition Fee Loans. Tuition fees for apprenticeships will be paid by the Government and the apprentice's employer.
- 4.2 Apprentices are not eligible for Maintenance Loans. Apprentices are employed and must be paid at least the National Minimum Wage (Apprentice Rate) by their employer.
- 4.3 Apprentices do not automatically qualify for Council Tax Exemption.
- 4.4 Apprentices cannot claim Disabled Student Allowance (DSA) as there is separate funding for apprentices via the ESFA. The University can claim for learning support or exceptional learning support from the ESFA if an apprentice has a support need, however there is a fixed rate. The University cannot claim for capital costs. Further information for provision available can be found at [gov.uk](http://gov.uk).

### **Annex 3 - Student Route visa Students**

- 3.1 Students sponsored by the University under the Student Route 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 Student Route sponsorship, which will lead to curtailment of the Student's Student Route visa by UKVI

- 3.2 Student Route visa Students must update the University of changes to their contact details or immigration status. Failure to respond to requests for confirmation of contact details will be deemed as Students not complying with a request from their Student Route 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.
- 3.3 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.
- 3.4 The University will contact Students from time to time regarding issues relating to a Student's Student Route visa status. Failure to respond satisfactorily to requests for information will be deemed as the Student not complying with their Student Route sponsor, and the University will withdraw sponsorship.
- 3.5 Should the University have concerns about a Student failing to comply with any terms of their Student Route visa, such as excessive employment, the University reserves the right to report these concerns to UKVI and/or withdraw sponsorship.
- 3.6 The University will only maintain Student Route sponsorship where the Student is undertaking study with attendance. Where a Student is undertaking a period of study in which their attendance is not required, the University may withdraw Student Route sponsorship.
- 3.7 Where a Student's visa is due to expire during the period of study, the University will only issue a Confirmation of Acceptance for Studies (CAS) where the Student's attendance is required during the additional period of study.
- 3.8 The University's decision about a Student's Student Route sponsorship during a period of non-attendance is final and not subject to any other internal procedure.