



University of Essex



Regulations relating to Registration

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Regulations relating to Registration

Registration and payment of fees

5.1.

Student status commences at first registration for a programme of study and continues, unless it is otherwise terminated, until the award is conferred or granted.

5.2.

At the start of each new programme of study, in addition to the completion of the online registration process, students are required to undertake a Right to Study check in order to demonstrate their eligibility to undertake study in the UK in accordance with published requirements.

5.3

All prospective or continuing students must register each year by the University by the published latest registration deadlines. The University reserves the right, not to allow students to register after this point. Only exceptionally and with the special permission of the Academic Registrar or nominee will prospective or continuing students be allowed to register late.

5.4.

Students who have commenced a programme of study but who fail to re-register or are prevented by the operation of other Regulations from re-registering by the end of the period of 28 days starting with the first day of the term of their next period of study shall have their contract terminated and shall thereupon cease to be students of the University. This Regulation does not apply to students excluded temporarily by the Vice-Chancellor or nominee, continuation students or completion students, whose registration is governed by Regulations 5.15. and 5.16. respectively.

5.5.

In accepting an offer of a place at the University students agree to be bound by all the relevant provisions of the Charter, Statutes, Ordinances and Regulations of the University, which include the *Student Contract* (.pdf) and *Code of Student Conduct* (.pdf). This undertaking is confirmed at Registration.

5.6.

As part of the registration process, all prospective or continuing students, full-time or part-time, will confirm, their agreement to a statement undertaking that they will comply with the Charter, Statutes, Ordinances and Regulations of the University.

5.7.

Students shall notify the University as soon as possible of any subsequent change in the information which they have given at Registration relating to name, address, choice of module, choice of options, and source of financial support.

5.8.

A student who loses their Registration Card must inform the University immediately, and a duplicate Registration Card may be issued on payment of a charge determined by the University.

5.9.

All students are required to register with a doctor in the vicinity of their term-time residence within four weeks of their arrival at the University. Students who register with a doctor other than the Health Centre on the Colchester campus may be required to notify the University of their name.

5.10.

No prospective or continuing student will be permitted to engage with on campus activities, including but not limited to lectures, classes or laboratories or to use the University Library, computing or any other facilities of the University until they have registered and paid or made satisfactory arrangements to pay the fees due. Students are permitted to access specific preparatory materials, as determined by the University in advance of registration.

5.11.

Fees and other charges must be paid at the times prescribed by the University. Students who have not paid fees and other charges including accommodation charges by the required date will be liable for a late payment charge of an amount, or rate of interest, to be determined from time to time by the University. Fee refunds will only be made in accordance with the policy published by the Chief Financial Officer.

5.12.

The use of University facilities may be withdrawn from students who have not paid or made satisfactory arrangements to pay the fees due to the University. In the context of this Regulation the term 'University facilities' is to be interpreted to comprise all forms of academic instruction and supervision, the Library facilities, computing facilities and residential accommodation owned or administered by the University. A student who incurs a debt at another academic institution for which the University of Essex is liable to repay that institution during the programme of study will be deemed to be in debt to the University of Essex and therefore subject to Regulations 6.5. and 6.30. until the debt is paid.

Except with the permission of the Chief Financial Officer:

- (a) no applicant may register for a new course at the University where they are in any form of debt to the University or its companies

- (b) no student may register for a further period of study on their existing course where that debt relates to the fees for their course or ancillary academic costs.

5.13.

Persons who hold office in the Students' Union and are not otherwise registered as students shall be required to register as full-time occasional students, without fee, during their period of office and will abide by the Charter, Statutes, Ordinances and Regulations of the University.

Readmission

5.14.

Former students who have withdrawn permanently or had their contract terminated or been deemed to have withdrawn permanently from the University will be considered for readmission to a programme of study in line with the University's *Procedure for Handling Requests from Former Students for Readmission to the University*. Where a student has been referred to the Registrar & Secretary, or nominee, under 5.29, then their readmission would first be considered under 5.30.

Postgraduate Research students only

5.15.

Students who have completed the standard period of study prescribed by the Senate for the programme which they are following and who are required under Regulations or rules to have an extension to their standard period are required to register for each period in accordance with regulation 5.4 and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Students who, by the end of the specified approved period have not presented themselves for examination, have not been granted a period of completion (see 5.16), failed to pay, or make acceptable arrangements to pay the appropriate fee, shall have their contract terminated and shall thereupon cease to be students of the University.

5.16.

Students who have been granted either a completion period or a post-examination referral period, are required to register for each period in accordance with regulation 5.4, and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Completion and referral students must present themselves for examination by the end of the approved completion or referral period. Where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline they may request an extension to their submission deadline of up to two weeks without having to register for the next term or pay the prescribed fee for that period. Requests for an extension must be made in advance of the existing deadline. Students who fail to present themselves for examination by the deadline shall have their contract terminated unless they are permitted an extension for which they must register and pay the prescribed fee for that period.

5.17.

Other cases which are not governed by Regulation 5.16 where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline will be considered by the Executive Dean or their deputy on a case-by-case basis.

5.18.

Students who have submitted their thesis for examination will automatically be registered under examination for a period of up to one year. Examination periods are not subject to fees, however students shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Students who fail to engage with the examination process shall have their contract terminated and shall thereupon cease to be students of the University.

Temporary withdrawal (intermission)

5.19.

Permission may be given to students to withdraw temporarily (intermit) from the University during their programme of study with a view to returning at a later date. Students must make a written application to their Department and must give acceptable reasons for their request. The Head of the student's department, or nominee, will consider the request and come to a decision whether or not to give permission to the student to intermit from the University. In some cases, the Head/nominee may refer the request to the Executive Dean or their deputy who will make a decision whether or not to give permission to intermit. The Head/nominee or Executive Dean or their deputy may prescribe conditions which shall be fulfilled before the student may resume their programme of study.

If permission is given, the student will be registered as an intermitting student for the whole of the period of their absence, and will comply with the Charter, Statutes, Ordinances and Regulations of the University.

An intermitting student may be required to pay an appropriate fee as determined from time to time by the University.

All students are required to re-register upon return to the University following a period of intermission. Students who fail to do so within 28 days shall have their contract terminated and may be re-admitted only with the permission of the Academic Registrar or nominee.

Special procedures apply to students applying to intermit after the sixth week of the Spring term (ie week 21) of a final year undergraduate course or week 30 in the first and second year of an undergraduate course (see Regulation 5.20).

A research student may apply for a period of intermission at any point during their standard period; however periods of intermission will be linked to the University's term dates. During the completion period, requests for intermission will normally only be approved on medical grounds and other exceptional circumstances.

5.20.

Students following a final year undergraduate course will be permitted to intermit from the University only if the request has been made to the relevant Head of Department, or nominee or the Executive Dean or their deputy, before the Monday of the sixth week of the Spring term (ie week 21) in the year in question. The final deadline to request permission to intermit in the first and second years is 4pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). Exceptionally the Executive Dean or their deputy may approve requests after this date. If permission is given, regulation 5.19 above applies.

If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way (see also Regulation 6.27. relating to the award of aegrotat degrees).

5.21.

(a) Taught

A student who is permitted or required to intermit from the University is not entitled to attend any teaching and is not expected to be present at the University. Students' computing accounts will remain active throughout the intermission period. Limited library borrowing rights are available.

(b) Research

A student who is permitted or required to intermit from the University shall receive no supervision and is not entitled to attend any modules or training events, and is not expected to be present at the University. Students' computing accounts will remain active throughout the intermission period. In the term prior to returning from intermission, limited library borrowing rights are available.

Note: All decisions to grant intermission are governed by a set of guidelines that are published by the Academic Section.

Students with Immigration Permission

5.22.

In order to be and remain enrolled at the University any student that is subject to an immigration requirement must regulate their immigration status by adhering to the requirements of their visa, permission to enter or stay or other immigration status.

5.23.

It is noted that the student has accepted the personal responsibility to adhere to those requirements by accepting the visa, permission to enter or stay or other immigration status. In cases where the University is providing immigration sponsorship, the University has an obligation to report to the Home Office where a student fails to adhere to those requirements.

5.24.

The University reserves the right to withdraw immigration sponsorship from and/or terminate the contract of a student subject to immigration control who fails to adhere to the immigration requirements of their visa, permission to enter or stay or other immigration status or where a student seeks to (or unintentionally) undermine(s) the University's obligations in respect of the UK immigration system.

5.25.

Students requiring immigration permission to study in the UK must present original documentary evidence in person as instructed, unless, at the University's discretion, it is determined that exceptional circumstances outside the students' control prevent it.

5.26.

At the discretion of the Academic Registrar or nominee a student who is not able to present all the required immigration and associated documentation or evidence and is able to evidence that they are reasonably attempting to provide that information may be able to 'register with conditions'. A deadline for production of required documentation will be applied by the University based on the circumstances. Notification of the conditions shall be provided to the student and this shall include the date by which evidence must be produced in order to avoid a recommendation for the termination of their contract and/or withdrawal of immigration sponsorship.

5.27.

Students who are registering on a course for the first time, and whose country of birth is outside the UK, may automatically be given registration with conditions in advance of the registration period. Successful completion of a right to study check will result in registration becoming permanent.

5.28.

Students whose immigration permission expires before the end of their course must provide evidence of ongoing immigration permission which allows study in order that their registration status remains active. Failure to provide required documentation in advance of the agreed deadline will result in immediate referral to the Registrar & Secretary or nominee with a recommendation of termination of the student's contract.

5.29.

Registration with conditions shall be deemed to terminate upon expiration of the time limit or where a student fails to present themselves to the Academic Registrar or nominee within 24 hours of being requested to do so or at the request of the student should they wish to withdraw from the University. Following termination of the agreed period of a referral will be made to the Registrar and Secretary or nominee with a recommendation for the termination of the student's contract and/or withdrawal of immigration sponsorship. Where a student demonstrates they have met the conditions then the Academic Registrar or nominee shall alter their registration accordingly.

5.30.

Where a student fails to adhere to the requirements of their registration status, and/or they fail to co-operate with the University, or their actions or inactions impact upon the University's ability to adhere to its own obligations to the Home Office then, where necessary and upon the Academic Registrar or nominee bringing that situation to the attention of the Registrar and Secretary or nominee who may (i) require the student demonstrate adherence with the requirements of their immigration status and/or their support of the University's responsibilities; (ii) withdraw the students and/or revoke the student's immigration sponsorship.

5.31

Where a continuing student is expected to provide new immigration document/s in order to register for a new academic year they will be prevented from completing registration until the document/s has/have been provided.

5.32.

Where the Registrar and Secretary or nominee takes the decision to withdraw immigration sponsorship the student shall be notified of that decision in writing immediately.

By registering with conditions a student shall have all the normal rights, responsibilities and privileges afforded to every registered student save the right to intermit or change their programme of study. Notwithstanding those rights, the termination of registration will proceed in line with 5.29 above.

5.34.

Where the University record for an individual student indicates that the student has not presented to the Academic Registrar or nominee:

- (a) a current valid passport for the period of study
- (b) a current valid Biometric Residence Permit, visa or similar as required for the period of study
- (c) current valid UK contact details for the period of study

or where the record indicates that:

- (d) their residence in the UK is unlawful or contrary to our obligations as a sponsor, then the student shall be deemed to have withdrawn immediately. The student shall be notified of this in writing without delay

Where a student that has deemed to have withdrawn subsequently presents the required evidence within a period of seven days from the date of withdrawal then provided there are no concerns in relation to their academic progression, discipline, debt or restrictions imposed by their immigration status the Academic Registrar or nominee may exercise discretion to reinstate their registration. Should concerns be evident then their readmission shall be considered in line with the *Procedure for Handling Requests from Former Students for Readmission to the University* in line with 5.14 above.

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