



# Enrolment and Registration Policy

## 1. Introduction and scope

- 1.1 This policy is effective for all the College's own programmes, including the College's NCFE programmes, and excluding the University of Gloucestershire validated HE programmes.
- 1.2 This document sets out Moorlands College's policy regarding student enrolment and registration, and the on-going maintenance of a student's record. Thus, the College is enabled to meet the expectations of the Quality Code for Higher Education relating to quality, enabling a high-quality academic experience for all students and providing them with the support they need to succeed in and benefit from their studies by ensuring:<sup>1</sup>
- a) the full range of College academic and support facilities appropriate to a student's studies are available to them;
  - b) the timely confirmation of personal details and payment of tuition fees;
  - c) students are aware of and agree to abide with the various policies, regulations and other notifications that apply to them;
  - d) students are registered on the correct modules appropriate to their intended studies and can undertake assessment as required;
  - e) the College is fully compliant with the requirements of its external stakeholders including funders, the Home Office and professional bodies.
- 1.3 In order to be a student of the College, a person must be enrolled, which is normally to a programme, and registered to appropriate modules. A person is a student of the College whether actively studying or having interrupted their studies, and whether studying at the Christchurch campus, at an off-site venue, at a partner institution, or remotely, and full-time or part-time.

## 2. Enrolling as a student of the College

- 2.1 A successful applicant is made an offer to study normally on a specific programme, normally towards an intended award and always in a particular mode of study. Exceptionally, applicants may be made an offer to study modules without working towards any award or modules not associated with a specific programme.
- 2.2 The applicant initially enrolls when they accept the terms and conditions of an offer of study and pay any associated enrolment fee. At this point they become a student of the College.
- 2.3 Continuing students must confirm enrolment annually. This includes the acceptance of any material changes to the terms and conditions, should that be necessary. A student is not normally allowed to confirm enrolment if any of the following apply:
- they are a debtor to the College;

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<sup>1</sup> QAA, "Quality Code for Higher Education", Expectations for Quality 1, 2.

- they provided false or inaccurate information at application;
  - they have not completed the requirements stipulated by a study visa.
- 2.4 Confirmation of enrolment includes the checking and confirmation or supply of specific personal information required by the College and public bodies, including the Higher Education Statistics Agency and the Office for Students. The information includes both contact details, such as address, home, work and mobile phone numbers and personal email address, and information relating to specific characteristics, such as disabilities and social background.
- 2.5 Continuing students must confirm enrolment within 14 calendar days of the start of their studies for the academic year and may be asked to do so earlier. Students who do not confirm enrolment within this period will normally be immediately de-enrolled and cease to be students of the College. (See also points below regarding students who have interrupted their studies and therefore do not “start their studies” in the relevant academic year.)
- 2.6 Enrolled students receive a College Identity Card, unless they are studying at a partner through a validated or franchised collaborative arrangement. The Identity Card must be retained in immediate possession by students while on campus to provide evidence of student status and allow access to College facilities, e.g., the library and photocopying. Identity Cards must be presented at any examinations.
- 2.7 Should there be any change to a student’s personal details (name, address, email address, etc.) during the course of their studies, the Admissions and Registry Manager must be informed immediately. Changes to name must be evidenced by official documentation, e.g., a marriage certificate.

### 3. Registering for modules

- 3.1 Students on Higher Education programmes normally register for modules bearing the standard number of CATS points for their programme and mode (varying by whether full-time or part-time). The standard number varies by programme and mode as shown (and is not specified for all cases).

	Standard number of CATS points
Undergraduate programmes, full-time	120 per year
MA Applied Theology, part-time	60 per year
MA Language, Community and Development, full-time	60 per semester

- 3.2 Higher Education students are expected always to seek guidance from their personal tutor before registering for a different number of credits than these standard figures, irrespective of mode of study. They are also expected normally to discuss module choices with their personal tutor.
- 3.3 Students are responsible to register for the number of credits appropriate to the rate-of-study requirements stipulated by their funders (including loan providers), and should note that funders may have different definitions of full-time and part-time. Advice may be sought of the College.
- 3.4 The following table indicates the minimum and maximum CATS points that can be registered for in different levels and modes (varying by whether full-time or part-time).

	Minimum credits (CATS points)	Maximum credits (CATS points)
Undergraduate full-time	90	135
Undergraduate part-time	15	75
Taught postgraduate full-time 12-month programme	135	180
Taught postgraduate part-time 12-month programme	15	90
Taught postgraduate full-time other programme	90	120
Taught postgraduate part-time other programme	15	75

- 3.5 This policy is subject to the Academic Regulations for Taught Provision with regard to the quantity of modules that may be registered for. Modules available and requirements for awards within specific programmes are published in the relevant Course Maps.
- 3.6 Students must register for modules by the annual registration date of 1 October each year (or not later than 14 calendar days from the start of their studies if that is a later date). Students may be asked to indicate their module preferences substantially earlier than this, even before their studies at the given level start. Registration on modules may be considered as automatic, once a student has indicated module preferences, confirmed enrolment and engaged in classes. Students will be notified of any such automatic process, before their studies start each year. Students have the opportunity to change which modules they are registered for until the annual registration date.
- 3.7 Tuition fees are liable from the annual registration date. A student who registers for no modules (unless there is a valid reason, such as a delay caused by a third party) by the annual registration date will normally automatically have their studies interrupted for one year and, in a second consecutive year of such interruption through non-registration, they are not re-enrolled and cease to be a student of the College.
- 3.8 Students are assessed according to published assessment criteria for all modules on which they are registered, unless:
- a) a request to withdraw from the assessment of a module due to mitigating/extenuating circumstances is approved by the Programme Leader (this is normally not granted if the module delivery is well under way, which defined as, the delivery is complete of 25% of the scheduled teaching activities of a year-long module or 40% of the scheduled teaching activities of other modules);
  - b) a request to “restart” a programme is requested and approved (see below).

## 4. Changes to programme enrolment

- 4.1 Where the programme allows it, students may request
- to transfer to a different programme,
  - to change their mode of study (between full-time and part-time or, in the case of undergraduates only, either between Campus-Based and Placement-Based or the primary location of study),
  - to register for a different final award
- by completing one of the relevant forms available on the VLE. Students are expected to seek guidance from their personal tutor before requesting any change to enrolment.

- 4.2 There is normally a charge for applications to make one of the above changes to enrolment after 14 days into the start of the student's studies at the College.<sup>2</sup> There is no charge for an application to change enrolment of programme from BA (Hons) Applied Theology (Youth and Community Work) to BA (Hons) Applied Theology. Any change to enrolment is subject to the approval of the Programme Leader(s) of the relevant programmes, taking account of the recommendations of the student's personal tutor and any relevant Regional Centre Senior Tutor/Director of the School of Language and Scripture. Students should note, in particular, that changes of mode are only allowed if the College deems the change is unlikely to have an overall negative impact on the student's learning. This is because modes require different types of self-management and provide access to different types of support.
- 4.3 Programme specifications and programme maps define the requirements of each programme and indicate which modules that a student has previously completed bear credit towards the award of the intended programme. The limit on when module registration can be changed means that it is not normally possible to change programme enrolment after the annual registration date. However, later changes may be permitted if the change does not require changes to module registrations.
- 4.4 When enrolment is changed, all existing module results are carried forward in the student's academic transcript. Thus, in the case of a change of programme, the student's transcript will include all passed and failed modules of the initial programme, whether or not they contribute towards fulfilling the requirements of the new programme.

## **5. Discontinuation of studies**

### ***General***

- 5.1 Discontinuation of studies takes two forms:  
    withdrawal — a change to a permanent status of no longer being a student of the College  
    interruption — a change to a temporary status of not engaging in studies for a period
- 5.2 Following withdrawal, former students lose the right to access the College campus and any College facilities, including teaching, assessment, VLE, IT services, library, College email and Office365 facilities. During an interruption, the College will specify the level of access to the College campus and facilities. Students interrupting or withdrawing must ensure that all information held on the College IT facilities is downloaded and backed-up outside of the College network before requesting the withdrawal or interruption.
- 5.3 Regarding both withdrawals and interruptions, the College will identify a date as the last date of attendance on the basis of evidence of attendance. This date may be earlier than the start of the period of withdrawal or interruption. For withdrawals, the withdrawal is normally effective from the date of an Award Board of Examiners, but a temporary interruption may be put in place as an interim measure.
- 5.4 Regarding interruptions, the following should be noted.
- a) An interruption is for a defined period.
  - b) The period of interruption still counts toward the maximum period of registration for an award.
  - c) The start and end dates of an interruption normally coincide with ends/starts of semesters, academic years or programme delivery within an academic year.

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<sup>2</sup> Note: after the start of studies, not after the start of each academic year.

- d) An interruption will not normally be approved for programmes currently phasing-out or where a programme is subject to curriculum amendment during the period of interruption such that a student's ability to resume their studies will be affected.

#### ***Student-initiated withdrawal and interruption***

- 5.5 In addition to the general points relating to discontinuation of studies (5.1-5.4), the following also apply in the case of student-initiated withdrawals and interruptions.
- 5.6 It is the student's responsibility to ensure that they understand the consequences of withdrawing or interrupting studies, particularly from the perspective of
- financial obligations, both to the College (normally students who discontinue their studies remain liable for fees to the College) and to funders, such as the Student Loans Company,<sup>3</sup> and
  - academic implications (normally, modules registered for but not completed are subject to assessment, that is, any work not submitted is counted as non-submission, and any attendance requirements remain in force).
- 5.7 Those intending to withdraw or interrupt their studies must discuss the matter with their Personal Tutor. The Personal Tutor is responsible to raise any such conversations with the Programme Leader immediately. Requests to withdraw or interrupt should be made following the procedure described in the relevant forms, available on the VLE. The Programme Leader is responsible for the decision to approve the request and to set its conditions.
- 5.8 When a withdrawal is approved, normally, an exit interview is arranged by the Vice-Principal (Academic) and Programme Leader who identify an appropriate person to conduct the interview. The conductor of the interview reports relevant information to the Vice-Principal (Academic).

#### ***College-initiated withdrawal and interruption***

- 5.9 In addition to the general points relating to discontinuation of studies (5.1-5.4), the following also apply in the case of college-initiated withdrawals and interruptions.
- 5.10 The College may interrupt the studies of a student in any of the following circumstances:
- a) the student fails to register for any modules by the annual registration date;
  - b) there is a significant allegation of misconduct under the Conduct Review Procedures, such that non-interruption could be construed as a failure to protect the well-being of the student, other individuals or of the community;
  - c) interruption is the conclusion of either Conduct Review Procedures, Fitness to Study Procedures or Fitness to Practice Procedures;
  - d) a student's immigration status becomes invalid, e.g. their leave to remain in the UK expires or is revoked.
- 5.11 The College may withdraw a student in any of the following circumstances:
- a) the student fails to confirm their enrolment by the stipulated date;
  - b) the student fails to register for any modules by the annual registration date for a second, consecutive year;
  - c) the Academic Regulations identify that withdrawal is the necessary result of academic failure;
  - d) the student is in tuition-fee debt to the College;

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<sup>3</sup> For example, if a student in receipt of Student Loans withdraws, Student Finance normally curtails payment of loans and grants, potentially leaving the student liable to pay any outstanding amount from their own pocket.

- e) the decision to withdraw the student is made as the conclusion of either Academic Conduct Procedures, Conduct Review Procedures, Fitness to Study Procedures or Fitness to Practice Procedures;
- f) a student's immigration status becomes invalid, e.g. their leave to remain in the UK expires or is revoked.

5.12 Students may raise a complaint against a College-initiated withdrawal or interruption, according to the Complaints Procedures. Such a complaint is handled initially at stage 3 of those procedures.