

Learning and Teaching Support Handbook

Chapter 27 - Registration

1 Principles

- 1.1 Each year, every student, whether full-time or part-time, and whether following a programme for an award or for any other reason, must complete University registration procedures.
- 1.2 Registration is the process by which students agree to the University's current regulations.
- 1.3 Students who fail to register within the designated time-period will lose their IT access and library borrowing rights.
- 1.4 Students who fail to register within four weeks of the designated time-period, following confirmation from their Faculty (or delegated School), will be deemed to have withdrawn and will have their registration terminated.
- 1.5 Subsequent requests for reinstatement will be considered under the terms of reinstatement of registration.

2 Students deemed Withdrawn

- 2.1 The University may de-register a student and initiate the termination of registration for good and documented reasons. A student retains the right to [appeal](#) such a decision under the University's normal procedure for academic appeals.
- 2.2 In order for a student to be de-registered, one of the following must apply:
 - 2.2.1 Students who do not re-register or extend their period of interruption will be de-registered and registration terminated. Subsequent requests for reinstatement of registration may be considered.
 - 2.2.2 Students who do not re-register within the designated time-period and following confirmation from their Faculty (or delegated School), will be deemed to have withdrawn and will have their registration terminated. Subsequent requests for reinstatement will be considered under the terms of reinstatement of registration.
 - 2.2.3 In cases where a student makes unsatisfactory progress, the Faculty (or delegated School) may make a case to the Dean for Taught Students for termination of

registration, as set out in the 'Unsatisfactory Student Progress and Engagement: Code of Good Practice'.

2.2.4 The University retains the right to terminate registration in cases where a disciplinary offence has been committed, a regulation has been broken or a student fails to complete or comply with a University procedure.

3 Termination of Registration

3.1 On termination of registration, a student ceases to be a student of the University, and all academic rights and responsibilities are ended. Students are reminded that any fees and fines owed to the University at withdrawal remain due.

3.2 Students living in University accommodation should note that withdrawal from the programme of study does not automatically terminate the accommodation contract. Attention should be given to the section of the withdrawal form dealing with this matter.

3.3 Students withdrawing from a programme may have accumulated enough credit to be awarded a qualification other than that for which the student was registered. This will depend on the credit accumulation and award rules for the programme.

4 Reinstatement of Registration

4.1 Reinstatement after withdrawing voluntarily or being deemed withdrawn: In exceptional cases a student may request reinstatement up to 2 years after withdrawing voluntarily or being deemed withdrawn. Such a request will be considered by the Pro-Vice-Chancellor and Executive Dean of Faculty (or nominee) and will take account of the student's circumstances, the resources available within the Faculty (or delegated School) and the academic feasibility of continuing study after a prolonged absence.

4.2 Where students miss the 2-year window for reinstatement, they will need to apply for a new programme. Such students may be eligible for Accreditation of Prior Learning, and are advised to refer to Chapter 16 - Accreditation of Prior Learning in the TQA Learning and Teaching Support Handbook for further guidance.

4.3 Where reinstatement is approved, payment of a reinstatement fee will be required.