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

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.

2.20 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 [nam

4.9 Withdrawal

A Student who decides to withdraw from a programme must inform their Associate

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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

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. Your1 (t)-3 (ud

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.

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

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

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:

2.2.1 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.