



## 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





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 paragraph 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registered as a Student, the Registrar (Academic) may declare the registration void, in which case the Student shall be withdrawn from the University.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



#### 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.



### 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-submissionst57s63 (i)4 ast









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 deregistered 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





## 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



## 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

- 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.
- 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.2
- 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](#)





- 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.

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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.

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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



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



