SECTION C STUDENT ENROLMENT AND REGISTRATION

C.1 Timescales and Key Dates

C.1.1 The academic year runs from 1st August to 31st July.

C.1.2 An academic calendar will be published annually by the Academic Registrar. This will include start and end dates for undergraduate and postgraduate semesters. The calendar will include dates for the current academic year, plus the following three academic years.

C.1.3 Modules that begin before 31st July in a year and end after 1st August will belong to the university academic year in which the module ends.

C.2 Student Modes of Study

C.2.1 A student may study in a variety of modes. Normally a student will follow the mode of study relevant for the course on which they are enrolled. These are set out in Section A.2.2.

C.2.2 An Undergraduate full time student is expected to study 120 credits each University academic year. Exceptionally they may reduce this to 100 credits in any one University academic year, providing they meet the requirements set out in Section C.5.

An undergraduate full time student studying on the accelerated full time course is expected to study 180 credits each 12 month period.

A full time student registered as Masters Full-time is expected to study a full, 180 credits in each University academic year.

C.2.3 A part time student can study a minimum of 20 credits and a maximum of 40 credits less than a full time student in any University academic year.

C.2.4 A full time student will be required to alter their mode of study temporarily to a part time status if they fail to meet the continuation and progression regulations. A full time student may request a temporary period of part time study. During this temporary period students will remain registered on their full time course. Students with International status may not study part time unless it is for the purposes of completing a course, otherwise successfully studied.

C.2.5 A student will be considered to be Writing Up if during the academic year they will submit or resubmit assessment for modules for which they were registered in the previous academic year; they will not study any new or repeat modules.

C.2.6 A student whose Leave of Absence has been approved for the whole or part of the year will remain registered for their course but will not be enrolled with the University for the purposes of study.

C.3 Enrolment

C.3.1 Enrolment is the annual process through which students formally agree to be a student member of the University for either the whole or part of the academic year.

C.3.2 Students are responsible for ensuring that they are fully enrolled on the correct course before the Monday of the first week of teaching for their course. Students not fully enrolled may be de-registered from their course or barred from study.

C.3.3 All new students will be required to provide evidence of their identity and relevant qualifications when they join the University.

C.3.4 Students requiring a visa to study in the UK must ensure that they meet, both at the beginning and for the duration of the course, requirements stipulated by the UKVI and conditions of their visa.

C.3.5 Continuing students who do not re-enrol will be assumed to have withdrawn from their course and will be presented at the next Award Board to be considered for the relevant interim qualification.

C.3.6 In enrolling, students agree to abide by the University Regulations, Bye-Laws and their liability for annual fee payments.

C.3.7 Students must ensure that all fees and other payments due to the University are paid within the academic year such costs are incurred. Where appropriate they may agree to use any sponsorship or bursary in part payment of fees. Students owing the University money from a previous year or course, outside any agreed limit set annually by the University, will not be permitted to enrol. Students unable to enrol, because of outstanding debts, will be obliged to take a leave of absence from their course or withdraw.

C.3.8 Any student who is not enrolled will not be covered by the University Insurance policy or by the University Heath & Safety policy. It therefore follows that a student MUST be enrolled before engaging in any formal learning and teaching activities (including lectures, tutorials, seminars, lab work, fieldwork, clinical and vocational placements). Students who are not enrolled will be excluded from learning activities and any assessment submitted will not be graded.

C.3.9 Students must, at all times, ensure that the data the University holds for them are accurate. The enrolment process allows students to check and update key personal information in their record. Changes which occur at other times in the academic year must be notified to the University. This includes notifying the University of their withdrawal, leave of absence or transfer following procedures published by the Academic Registrar.

C.3.10 The University has a statutory requirement to share data with certain other bodies. The Academic Registrar will publish annually a list of organisations which receive data from the University.

C.3.11 Students may vary the pace at which they proceed through their course by varying the number of modules taken concurrently, subject to Sections A.2.2 and C.4.2. It is the responsibility of the student to ensure that they are fully aware of any financial consequences that the decision to vary the pace of study may have.

C.4 Registration for a University Qualification

C.4.1 All students who enrol on a credit rated course validated by the University of Wolverhampton will be registered for the highest qualification offered by the course.

The requirements of the qualification will be approved by the University Quality Enhancement Committee on behalf of Academic Board.

C.4.2 Maximum registration periods will be defined for each qualification offered by the University. These will grant students an additional period of study beyond the normal period they would be expected to complete their course. Specific qualification registration periods are stated in paragraph 3 of the qualification specific regulations in sections F - Z. These registration periods will be recorded on the student record.

C.4.3 Registration periods for students admitted with Accreditation for Prior Learning and for students who choose to amend their mode of attendance will be calculated pro-rata. These registration periods will be recorded on the student record.

C.4.4 On completion of their course, or at the point they withdraw or reach the maximum study period permitted, students will receive the relevant award for the highest qualification they have obtained.

C.4.5 Students who fail to achieve the qualification for which they are registered within the maximum registration period have no right to return to study for the same qualification within a five year period. At this point a student may apply to study at the University. An application for accreditation of prior learning may be made by the applicant. The University reserves the right to reject these applications.

C.4.6 The University will permit enrolled students to change the qualification for which they are registered to an interim qualification provided it is validated for the course on which they are enrolled. Students must notify the University of this intention by the beginning of an academic year.

C.4.7 Students may request a transfer to an alternative course and qualification at the same level provided they can complete the requirements of the new qualification within the maximum registration period granted to them when they began study at the University.

C.4.8 Students may apply to take leave of absence from their course for up to a total of four semesters, or two academic years. In this event, the maximum registration period will be extended for the same period. Periods of leave undertaken due to statutory childcare (including maternity leave, paternity leave, shared parental leave and adoptive leave) will not be counted towards the maximum total of four semesters, or two academic years, although the maximum registration period will be extended. Students may be required to fulfil specified conditions before resumption of their studies. The University cannot guarantee continuation on the same course and/or modules.

C.5 Registration for a University Module

C.5.1 Students must confirm their module study intention for the academic year by registering for modules they intend to study. Registration must occur before the first day of teaching of the course for which they have enrolled.

C.5.2 A student may request to amend their module study intention but until any change is confirmed by Registry, the original registered modules will be regarded as those for which they are studying. Requests for amendment must be made within the first two weeks of teaching.

C.5.3 Students not registered for a module cannot study the module, cannot submit assessment for the module, nor will they be granted credit for the module.

C.5.4 Students must ensure that they have studied any modules recorded in course handbooks as being a pre-requisite module prior to beginning post-requisite modules, otherwise they will not be granted credit for any assessed work submitted.

C.5.5 The University reserves the right to amend the mode of study for students who do not submit assessment for modules for which they are registered. Amendment of status will be reported to the relevant statutory external agencies and may affect a student's entitlement to funding and / or conditions of a UKVI visa.

C.5.6 The University reserves the right to cancel module registrations for students who cannot meet the specific requirements for their course and /or mode of study in any specific academic year.

Version	10	Author:	Academic Registrar
Approved date	September 2015	Approved by	Academic Board
Review date	May 2016		