

# Higher Education within Loughborough College

Policy and Procedure Title	<b>Higher Education Enrolment and Withdrawal Policy</b>
Date Approved	January 2018
Approved by	Higher Education Academic Board
Date of Equality Impact Assessment	
Next Review Date	January 2021
Executive Lead	Vice Principal – Curriculum, Quality and Learner Experience
Applicable to:	Staff & Learners
Accessible to:	Staff/Learners/Governors/Public

## 1.0 Enrolment:

**1.1:** All students undertaking a programme of Higher Education at Loughborough College are required to enrol with the college. When you enrol with the College, you are making a commitment to engage with the requirements of the programme of study and abide by the regulations and codes of conduct of Loughborough College.

**1.2:** Students enrol when they have confirmed with admissions that they meet the requirements of study on their programme and their status as EU/UK applicants or International students.

**1.3:** Where a student is enrolling for a programme of study, the application process begins with Loughborough College. The College will ensure that any ‘Awarding Bodies/Universities’ registrations will be supported by the Student Registry at Loughborough College.

**1.4:** At enrolment, students must provide confirmation of their eligibility for financial support from the Student Loans Company (<http://www.slc.co.uk/>). If the student is not paying fees through the Student Loans Company, you will require proof of the means to pay.

**1.5:** Students are required to notify the Student Registry via their Course Tutor of any significant change of circumstances such as: change of name or address.

**1.6:** A student may withdraw or be withdrawn from a programme (see **Withdrawal from a Programme of Study and Cancellation of Registration see section 4.0**). Where a student withdraws, this must be submitted in writing to the Student Registry via their Programme Leader/ Curriculum Manager.

**1.7:** Students can be withdrawn and have their registration cancelled where the student has committed academic or conduct offences. These will be dealt with through the [Disciplinary Policy and Procedure](#). In some cases, a student can be withdrawn where their engagement is poor. The Exam Board must conclude that continuation on the programme is no longer in the students’ academic interests.

## 2.0 Registration:

**2.1:** Registration is the process where a student commits to undertake a specific programme of Higher Education at Loughborough College. Students may also be registered with one of our awarding bodies.

**2.2:** Students must declare if they are registered (or have been registered) with another awarding body for a Higher Education Award.

**2.3:** The College has the right to decline to register a student where, in the College's view, the student is unlikely to meet the requirements of the programme of study.

**2.4:** In most circumstances, where a student registers for a full award i.e. FD, BSc, BA, they would not be allowed to enrol for a second programme of study. There may be exceptions to this where it assists students to meet professional body accreditation. All such options will be published in course materials.

**2.6:** Where a student has been withdrawn and/ or cancellation of registration, they will not be eligible to re-enrol until they have met any requirements related to the termination. Normally, students who have been withdrawn for disciplinary reasons, will not be allowed to re-register on the original programme of study.

### 3.0 Programme Enrolment

#### 3.1 Enrolment Rights for Students

Students normally have the right to enroll on the published modular framework for the particular programme of study they have been accepted on. Exceptions to this are where the programme management restrict or even impose modular choices for logistical or management reasons.

#### 3.2 Enrolment Responsibilities (Staff):

Staff (Programme Leader/Curriculum Manager) are responsible for ensuring that information is provided on modules to enable students to make informed choices. Staff must provide guidance, and advice where students request to move to another module. The Curriculum Manager signs off such module change paperwork. All completed paperwork will need to be sent the Higher Education Registrar who will notify the appropriate awarding and certification body. Normally module changes after the start of teaching are restricted to the first two weeks of the semester.

#### 3.3 Transfer between Programmes:

Higher Education students at Loughborough College are normally restricted to transfers within the suite of programmes validated by an awarding body/university.

#### 3.4 Transfer will be considered where a student meets one or more of these requirements:

Their entry qualifications match those of the course they wish to transfer to.

Meets any professional body entry requirements including 'suitability' checks.

The programme is not oversubscribed.

**3.5** Where a programme is revalidated, the student will normally be transferred onto the new award. Any programme changes and revalidations will be noted formally at the relevant assessment/exam board.

#### **4.0 Withdrawal from a Programme of Study and Cancellation of Registration**

**4.1:** A Loughborough College Higher Education student may withdraw from their programme at any time. A student wishing to withdraw must formally notify their Programme Leader in writing. The Curriculum Manager will complete the necessary paperwork and submit it to the Student Registry. The Student Registry has responsibility for submitting the paperwork internally in order to update Loughborough College records as well as notifying the relevant awarding body. Distance learning students follow the same processes and paper work. For both campus based and distance learning students, staff must request a ‘withdrawal guidance meeting’. Withdrawal will normally be recorded as the date this formal notification of withdrawal is received by the College.

**4.2:** Students are responsible for informing the Student Loans Company or their ‘Sponsor’ of their withdrawal or ‘pausing’ of their programme of study. The college will also inform Student Finance that the student is no longer a registered Higher Education student.

**4.3:** Loughborough College reserves the right to cancel the programme registration of a student whose performance gives cause for serious concern, as demonstrated by wholesale or repeated failure (or lack of engagement in the programme of study, as defined by the Student Participation Policy- see Section 6). Cancellation of programme registration will be authorised by the Head of Higher Education and ratified at the appropriate Assessment Boards.

**4.4:** Where a student withdraws or is subject to cancellation of registration, the assessment/exam board will award credit where such assessment requirements have been met. Where such credit leads to an interim award, this should be awarded by the nearest exam board. Where credits from higher levels are taken in fulfilment of an interim award, these credits are considered to be spent and cannot be used in the future to obtain a higher award. The Student Registry will notify the relevant awarding body of the award of any credit and any interim award the student is entitled to. The Higher Education Registry will ensure that the student record is updated accordingly. Distance learning students follow the same processes and paper work.

#### **5.0 Period of Registration:**

**5.1:** The majority of students are expected to complete their programme of study in the time ‘normally’ taken to complete that programme. For example for a full time Foundation Degree/HND programme this would be two years. For a full time undergraduate award, three years. When a student is conferred an award, the period of registration is then ended. Registration periods may vary where students register with advance standing, and where professional body regulations require a different registration period.

## 6.0 Student Participation and Engagement:

### 6.1 Staff Responsibilities:

Loughborough College offers students excellent teaching and learning, a range of wider learning resources and other support to enable the student to gain the award they have registered for. Programme Leaders/Managers and tutors and teaching staff are responsible for ensuring that general and subject specific expectations are communicated clearly in module/programme information.

### 6.2 Student Responsibilities:

The College expects all students who are enrolled on a module to attend regularly and participate fully in the learning activities associated with each module and to undertake the assessment attached to it.

The students' completion of the enrolment and confirmation process includes a commitment to the following:

The College Expects:

- I. Full-time undergraduate students to undertake a minimum of 120 credits in each full academic year, unless students need to recover credit deficits.
- II. Part-time undergraduate students, who are not temporarily part-time to recover credit deficits, may enrol on a maximum of 80 credits in each full academic year, except where the programme is validated and approved for delivery of more than 80 credits.

**6.3:** Taught sessions can take a variety of forms, which will be detailed included all taught activities on student timetables. Attendance will be reviewed from the 1<sup>st</sup> week of teaching and monitored through online registers. Issues regarding engagement and participation will be logged on a student's individual learning record. Where there is an issue with attendance the Programme Leader will make contact with the student and seek to meet them and resolve the issues. Where attempts at contact are unsuccessful, these will deemed have been an invitation to the student to explain their failure to participate, and such attempts must be evidenced before any recommendation of withdrawal from the programme of study is made (normally to the Head of Higher Education).

**6.4:** In regard to distance learning, the underpinning principles apply equally to distance learning students.

**6.5:** Participation and engagement requirements will be considered as breached in any of the following circumstances, unless the student has negotiated alternative acceptable arrangements with the Programme Leader/Curriculum Manager.

1. Where a student has missed any 3 weeks of taught sessions for one module, either consecutively or intermittently, without good cause or approved extenuating circumstances. The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative. Such agreements will be logged and recorded on the individual student record.

2. The student has missed 3 or more weeks of scheduled taught sessions for **more than one module** within a semester without good cause or approved extenuating circumstances. The student will normally be issued with a notice of withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will be cancelled. A record of the cancellation and the reason for it will be held on the student record.
3. Failure to meet the engagement requirements with the distance/virtual learning environment for one module without good cause or approved extenuating circumstances. The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative.
4. Failure to meet the engagement requirements with the distance/virtual learning environment for more than one module within a semester without good cause or approved extenuating circumstances. The student will be issued with a notice of withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will be cancelled. A record of the cancellation and the reason for it will be held on the student record.

**6.6:** Students are expected to adhere to the Colleges Learner Agreement and College Code or the Professional Body validating their programme where appropriate. The Disciplinary Policy and Procedure for students will be followed where a student's conduct is of concern and breaches professional body/college standards.