

Academic Quality Framework Chapter 7

AQF7: Academic Regulations, Part B: Admissions and Registration

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Definitions

1. Applicant: a person applying to study at the University for any programme or course awarded by the University.
2. Student: a person who is enrolled on any programme or course offered by the University.
3. Non apprenticeship Degree Programme: any programme that does not form part of an apprenticeship degree programme.
4. Apprenticeship Degree Programme: any programme that does form part of an apprenticeship degree programme.

Admission

5. Admission is the process through which an individual (the applicant) applies to become a student at the University to study a programme awarded by the University.
 - 5.1. The exception to this is PGR students, registering at the University on the PhD programme, which is awarded by the University of Kent.
6. Each applicant is considered on their own merits in line with the University's [Admissions Policy](#) and the entry requirements specific to each programme of study.
7. The admission of a student is at the University's discretion, and is based on the reasonable expectation that the student is able to:
 - 7.1. Show the ability to be a student at Higher Education (HE) Level.
 - 7.2. Complete the objectives of the programme of study.
 - 7.3. Achieve the standard required for the award.
 - 7.4. Successfully undertake the End Point Assessment within each apprenticeship (degree apprenticeships only).
8. An applicant must fulfil specific entry requirements for the programme and subject to be studied prior to entry, which normally include specific educational Levels and/or qualifications that aligns with the academic Level of the programme and subject to be studied, a required level of written and spoken English, and other prerequisites as agreed at programme approval.

Applications

Non-Apprenticeship Degree Programme

9. Applicants are admitted to study on a non-apprenticeship degree programme and become students at the University on condition that they have:
 - 9.1. Fulfilled all entry requirements satisfactorily before the start date of the programme for which they have applied.
 - 9.2. Received confirmation of a place on the programme for which they have applied from the Admissions Team.
 - 9.3. Confirmed their place on the programme with the Admissions Team.
 - 9.4. Attended and completed all registration, orientation and induction events and procedures.
 - 9.5. Agreed to comply with the University's academic regulations, rules, code of conduct, policies and other procedures as approved by Academic Board, and/or Northeastern London Board.
 - 9.6. Paid the required tuition fees.

Degree Apprenticeship Programme

10. Applicants are admitted to study on a degree apprenticeship programme and become students at the University on condition that their employer has:
 - 10.1. Signed and returned the contract for services with the University.
 - 10.2. With the applicant, signed and returned the Training Plan, setting out the programme of learning in the apprenticeship.
 - 10.3. Provided a copy of the Apprenticeship Agreement to the University, also signed by the applicant.
11. The applicant has, in addition to the return of the core documentation list above and fulfilling all entry requirements satisfactorily before the start date of the programme for which they have applied:
 - 11.1. Submitted certificates for the prior achievement of English and maths at Level 2 or agreed that a UK NARIC equivalent exists for their qualifications held or that a programme to reach this level during the first year of their apprenticeship has been agreed.
 - 11.2. Received confirmation of a place on the programme for which they have applied from the Admissions Team.

- 11.3. Confirmed their place on the programme with the Admissions Team.
 - 11.4. Attended and completed all registration, and induction events and procedures.
 - 11.5. Agreed to comply with the University academic regulations, rules, code of conduct, policies and other procedures as approved by Academic Board, and/or Northeastern London Board.
 - 11.6. Agreed to comply with, by signing the document to the roles and responsibilities for learners and set out in the Training Plan.
12. Applicants are required to disclose all facts and information that might be relevant to their application for admission.
 13. The University reserves the right to withdraw an offer of admission to study at the University, or cancel any acceptance of such an offer, where the offer has been made as a result of using false or misleading information, or non-disclosure of information, in support of the application. Such students will have no right to a refund of their fees, and any credits or awards they have achieved may be withdrawn.
 14. The University establishes arrangements for students with disabilities to be supported and assessed as appropriate and will make reasonable adjustments as required to enable disabled students to follow the programme of study on which they register.
 15. Applicants with a disability and/or specific learning difficulties are encouraged to declare them to the University during the application process or as soon as possible thereafter.
 16. Once declared, Student Support and Development will work with the student to agree a support plan for the duration required. For those applying for a degree apprenticeship programme, this plan will form part of the Training Plan and will be reviewed at the tripartite reviews to confirm that this support is effective.

Mobility Courses

17. Applications for mobility courses are managed by the Enrolment Management team based at the Boston campus. The University has no responsibility for the enrollment of students on the Northeastern University programmes.
18. Mobility students are registered on University courses for their duration of study in London. This process is managed by teams in both Boston and London.

PhD Programmes

19. Applications for PhD programmes adheres to University of Kent [Annex C: Approval of Research Candidates and Projects](#).
20. Satisfying the indicated entry requirements does not guarantee an applicant a place on the programme for which they have applied. Candidates must pass an interview and have their admission onto the programme agreed by the NU London - UoK Programme Management Board.

Entry Requirements

21. The University publishes detailed information on the qualifications and prerequisites required for admission to its programmes on its website and in Programme Specifications.
22. Additional information for degree apprenticeship programmes is found in the Education and Skills Funding Agency (EFSA) Apprenticeship Funding Rules
23. Satisfying the indicated entry requirements does not guarantee an applicant a place on the programme for which they have applied. Applicants must comply with the selection and admission processes outlined in [AQF8 Student Recruitment and Admissions and Admissions](#).

Minimum Entry Qualifications for Undergraduate Awards

24. The minimum entry requirements for undergraduate awards are shown in the table below.

Table 1 Minimum Entry Qualifications for Undergraduate Awards

Undergraduate Award	Minimum Entry Requirement Qualifications
Certificate of Higher Education	Three A-Levels (or equivalent)
Diploma of Higher Education	Three A-Levels (or equivalent)
Bachelor's Degree with Honours	Three A-Levels (or equivalent)

25. The University may also accept evidence of experience in appropriate employment as qualifying the applicant for entry.

Minimum Entry Qualifications for Postgraduate Awards

26. The minimum entry requirement qualifications for postgraduate awards are shown in the table below.

Table 2 Minimum Entry Qualifications for Postgraduate Awards

Postgraduate Award	Minimum Entry Requirement Qualifications
Postgraduate Certificate	Bachelor's Degree with Honours from a UK University (or equivalent)
Postgraduate Diploma	Bachelor's Degree with Honours from a UK University (or equivalent)
Taught Master's Degree	Bachelor's Degree with Honours from a UK University (or equivalent)
PhD	Bachelor's Degree with upper second class honours or above from a UK University (or equivalent)

27. The University may exceptionally accept evidence of previous advanced study, research or professional experience as an alternative to the minimum entry qualifications as shown in the table above.

Minimum Entry Qualifications for Apprenticeships

28. The minimum entry requirement for an apprenticeship is outlined in the ESFA Apprenticeship Funding Rules, including 'right to work' requirements.

Minimum English Qualifications for All Awards

29. Applicants with English as a second language, or whose previous education has not been delivered in the English language, are required to provide evidence of their proficiency in English.
30. Students requiring a visa to study in the UK will be required to provide evidence of specific English as appropriate to comply with the policies published by the UK Home Office (UK Visas and Immigration). Further information on this can be found [here](#).

Recognition of Prior Learning

31. The University operates a transparent and responsive system for the recognition of prior learning, which considers all students equally.
32. Students who are part of NU's Accelerate Programme are permitted to apply for a maximum of 30 credits towards the first year of the double degree. These courses will be recorded as "pass" on the UK academic transcript and will not be used in the degree classification calculation. The students remaining 90 credits will be used in the calculation.

33. Students on the double degree that take NU summer courses as part of their US degree are not permitted to use these courses towards their UK degree.
34. The University's [Recognition of Prior Learning and Credit Transfer Policy](#) (RPL) demonstrates its commitment to supporting widening participation, and to acknowledging and recognising students' previous academic experience and achievements as appropriate. Applicants for an apprenticeship degree programme must undergo an Initial Needs Analysis as part of their application to explore and seek evidence of prior learning.
35. The University's RPL policy enables students to demonstrate and provide evidence for their prior learning and to join programmes at an appropriate stage commensurate with their prior academic achievements. It also enables the University to prepare students for subsequent parts of the programme appropriately. For those studying a degree apprenticeship programme, this will result in a reduced price for the employer.
36. Approval of prior learning credits must be completed as part of the admissions process and prior to registration on a programme of study. For those studying a degree apprenticeship programme these must be recorded in the Training Plan and may be all or part of a course.
37. For all programmes, credit for prior learning (whether certificated or experiential) may count towards the requirement of a named or unnamed award, up to a specified limit as shown in the table below:

Table 3 Maximum Credits for Recognised Prior Learning

Award Applied for	Maximum Number of Credits Normally Considered Through RPL	FHEQ Level
Certificate of Higher Education	60	4
Diploma of Higher Education	120	4
Bachelor's Degree with Honours	120	4
	60	5
	240	5
Postgraduate Certificate	30	7
Postgraduate Diploma	60	7
Master's Degree	90	7

Student Registration

38. Student registration is the process whereby new and existing students are formally confirmed as students at the University.
39. Students must complete student registration when they commence their course or programme of study, and re-register annually as and when required throughout their programme of study.
40. Student registration includes a binding contractual commitment by a student who has been accepted onto, or is currently studying, a programme of study at the University, and the provision of a declaration acknowledging their obligations to the University, including payment of tuition fees where required, and compliance with the University's regulations, policies and procedures.
41. The binding contractual commitment takes place when the student registers on the University's student information system following the provision of personal and academic information electronically and/or in person and paying all they owe or part of the tuition fees with an agreed payment plan.
42. A deadline is set for registration for entrants and re-registration for returning students of 14 calendar days from the start of the first term/semester of each year of their programme. In exceptional circumstances an extension of an additional 14 calendar days may be agreed by the Registrar in consultation with the student's Programme Director.
43. Entrants and returning students failing to fully complete registration or re-registration by the deadline are automatically administratively withdrawn from the University by the Registry.
44. No person can register as a student at the University (and is therefore not a student) until:
 - 44.1. Tuition fees have either been paid in full for the current academic year, or other arrangements have been approved for that payment of fees, for example confirmation of SFE funding, which are acceptable to the University and
 - 44.2. all other fees and sums due to the University incurred in the previous academic year or academic period have been discharged in full.

Programme Registration

45. Programme Registration takes place as part of the registration process and occurs when the student registers on the University's student information system.
46. The establishment, delivery and continuation of programmes of study are subject to the availability of viable numbers of students and their continuing attendance.
47. Where circumstances are reasonable, the University reserves the right to discontinue or temporarily suspend a programme, to divide, discontinue or combine courses or classes, to vary the time or place of classes, and to alter programmes of study as circumstances may require. Normally, the minimum number of students for a course to run is ten, unless it is a required course or independent study course. This will be processed and approved through the appropriate programme and course approval and modification procedure contained in the [AQF4 Programme and Course Approval and Modification](#).
48. Programme structures are subject to annual monitoring and review. All courses comprising a programme of study are listed in the relevant Programme Specification and are offered subject to the constraints of the timetable, the availability of specialist staff, and any restrictions on the number of students who may be taught on a particular course.
49. Students registered on a non-apprenticeship degree programme are expected to complete their programme of study within the normal period of time as designated at the programme approval and as stipulated in the Programme Specification.
50. Students registered on a degree apprenticeship programme are expected to complete their programme of study within the 'practical period' dates agreed with their employer and set out in the Training Plan, with the time for their End Point Assessment (EPA) where this is needed also specified in their Training Plan. The normal period of time as designated at the programme approval and as stipulated in the Programme Specification is set out below.
51. Students must have successfully completed their programme within the approved maximum registration periods specified in the following table:

Table 4 Maximum Length of Registration Period

Traditional Qualifications	FHEQ Level	Indicative Full Time Length (years)	Full Time Maximum Registration (years)	Indicative Part Time Length (years)	Part Time Maximum Registration (years)
Certificate of Higher Education	4	1	3	2	4

Traditional Qualifications	FHEQ Level	Indicative Full Time Length (years)	Full Time Maximum Registration (years)	Indicative Part Time Length (years)	Part Time Maximum Registration (years)
Diploma of Higher Education	5	2	4	4	6
Bachelor's Degree or Honours Degree	6	3	5	6	8
Postgraduate certificate	7	1	2	1	2
Postgraduate Diploma	7	1	2	2	4
Taught Master's Degree	7	1	2	2	4
PhD	8	3	5	6	8

52. Students are considered to have exited their programme of study and have concluded their registration with the University once they have been conferred with an award by the appropriate Progression and Award Board (PAB or PAB WRL).
53. A student may lose the right to continue on a programme of study, have their registration with the University terminated, and be withdrawn from the University where:
- 53.1. The student's academic performance has been considered by a PAB and it has made the academic decision that the student has failed to make sufficient academic progress on their programme of study.
 - 53.2. The student has not completed student registration by the published date for end of registration for new or continuing students as appropriate.
 - 53.3. The student is not in good financial standing with the University and has failed to make acceptable arrangements to pay what is owed.
 - 53.4. The student is absent from their programme of study without agreement of the University on grounds of absence, and is therefore assumed withdrawn.

- 53.5. The student has demonstrably not engaged with their programme of study.
 - 53.6. The outcome of the investigation of an academic offence, or of the presentation of false or misleading documentation, or the non-disclosure of information, recommends that the student be withdrawn from their programme of study, their registration be terminated and they be withdrawn from the University.
 - 53.7. A student studying at the University on a student visa has breached the [Academic Engagement Policy](#).
 - 53.8. The Dean has accepted a recommendation that the student's registration be terminated on disciplinary grounds under the terms of the [Disciplinary Procedures for Students](#).
- 54. A student whose studies are terminated and is withdrawn from the University as a consequence of any of the above must formally apply for re-admission if they wish to return to a programme of study with the University. The circumstances of the student's withdrawal from the University will be taken into account when their application is considered.
 - 55. All circumstances likely to result in an end to an apprenticeship will be discussed with the student and employer before decisions are made.

Course Selection and Add/Drop Dates

- 56. Students with course options will work alongside their Academic Advisors to map their programme and select their courses.
- 57. Students are expected to split their eight courses evenly across both semesters each academic year, i.e., four courses in the Autumn semester and four courses in the Spring semester. Exceptionally, this can be altered but it is at the discretion of the student's Academic Advisor.
- 58. Add/drop dates for changing of courses after they have been selected will be published and adhered to. The ability to add or drop a course will be at the discretion of the Academic Advisors as there could be restrictions around course availability, capped student numbers, or clashes with other courses on the timetable. The Academic Advisors decision is final.

Student Inductions

New Students

- 59. The University is aware that:
 - 59.1. The start of a student's experience of Higher Education is a critical and sensitive period.

- 59.2. the start of an apprenticeship is a challenge to balance work, study and home life.
60. The University provides an induction programme that aims to ease the transition and to help prepare students for their academic and social experiences. Students enrolled on a degree apprenticeship programme will also need to manage and prepare for on the job learning at work, their off the job learning led by the University, and the self-determined elements which they must lead themselves.
61. Induction for all new students includes a welcome to the University; introduction to key personnel and sessions on library services, IT and facilities, and the Quality Team.
62. Student induction is normally complemented by social events including a Societies and Clubs Fair, and events hosted by the University's Student Union.

Continuing Students

63. Continuing students are provided with a modified induction programme, which introduces them to the next Level/Phase/Stage of the programme they are undertaking.
64. This covers areas such as regulatory changes, changes to support, and how the University has responded to the feedback from students in the last academic cycle. The University believes that it is very important to 'close the feedback loop' with students, so they can see what actions the University has taken in response to the points raised.

Timetabling of Courses

65. For non-apprenticeship degree programmes and mobility courses, courses are timetabled in line with the University's [Timetabling Policy](#), which provides a framework for professional staff involved in the preparation and production of the teaching timetable, and aims to:
- 65.1. Support the delivery of high-quality teaching and learning in appropriate accommodation.
- 65.2. Provide access to timely and accurate timetabling and room booking information.
- 65.3. Optimise utilisation of teaching space.
- 65.4. Ensure that a single, central system contains a live, up-to-date record of all teaching and learning activities which uses the University's resources, and which is available on-line 24 hours a day, seven days a week.

66. For degree apprenticeship programmes, courses are timetabled for the duration of the programme, in accordance with the course order specified in the programme specifications, in order to ensure the incremental development of knowledge, skills and behaviour.

Monitoring Student Progression

67. The academic progress of students throughout their programme is determined by progression criteria that are agreed at programme approval. For the progression criteria, please see AQF7 Assessment Regulations.
68. Student progression between Levels/Phases/Stages is agreed and confirmed by the PABs (see [AQF12 Assessment Boards](#)).
69. Students' progression throughout their time at the University is monitored using a number of mechanisms, including:
 - 69.1. Formative assessments
 - 69.2. Summative assessments
 - 69.3. Attendance monitoring
 - 69.4. Tripartite reviews (apprenticeship degree programmes only).

Attendance

Non-Apprenticeship Degree Programme

70. All students are expected to maintain their academic progress, registration, and attendance, and have any absence period approved as an agreed interruption to their study on a programme.
71. Every student registered with the University on a programme of study is expected to attend and engage with all scheduled learning opportunities, undertake independent learning and complete all assessment requirements, as confirmed through the programme approval procedure and in line with the [Undergraduate Student Attendance Policy](#) and the [Academic Engagement Policy](#).
72. Student attendance at scheduled learning opportunities is monitored through the use of attendance registers, which are monitored by Academic Advisors and Student Support and Development.
73. Students who have a Student Route Visa sponsored by the University must abide by the attendance regulations for visa students which is

included in the [Academic Engagement Policy](#). Their attendance is monitored by the Visa and Immigrations Manager.

74. Faculty are responsible for completing the registers for their classes and should raise any issues concerning the attendance of students with the relevant Head of Faculty/Programme Director.
75. Non-attendance is used as a measure of students' engagement with their studies and can sometimes indicate when students are experiencing difficulties with their studies or personal life. Identifying students with a low level of attendance enables the University to implement appropriate support measures and solutions to address issues that may be affecting a student's attendance, and thereby increase the student's likelihood of success.
76. Where a student is unable to attend or will knowingly be absent from a scheduled teaching session, they should follow the procedure for notifying the University in the [Undergraduate Student Attendance Policy](#) or the [Academic Engagement Policy](#).
77. Students must also observe the reporting requirements of their funding bodies or sponsors as appropriate.

Degree Apprenticeship Programmes

78. All students are expected to maintain their required off the job learning hours set out in their Training Plan, and maintain their academic progress, registration, and attendance. Any long-term absence period must be discussed with the line manager and approved before being raised with the Success Manager. Only a formal written agreement between the line manager and the University for a Break in Learning (BiL) can pause an apprenticeship programme.
79. Every student registered with the University on a programme of study is expected to attend and engage with all scheduled learning opportunities, undertake independent learning and complete all assessment requirements, as confirmed through the programme approval procedure and in line with the Training Plan.
80. Attendance at scheduled learning opportunities is monitored through the use of attendance registers, which are produced and maintained by Registry.
81. Faculty are responsible for completing and monitoring registration for their classes and should raise any issues concerning attendance with the relevant Programme Director.
82. Non-attendance is used as a measure of engagement with the apprenticeship and can sometimes indicate where students are

experiencing difficulties with balancing work, home and study. Identifying low levels of attendance enables the University to implement appropriate support measures and solutions to address issues that may be affecting attendance, and thereby increase the likelihood of success.

83. Where a student is unable to attend or will knowingly be absent from a scheduled teaching session, they should follow the procedure for notifying the University in the Training Plan.
84. Students must also observe their employers' reporting requirements. The University will inform employers of all absences.
85. Attendance at scheduled learning is part of the requirements of the apprenticeship programme compliance to achieve the minimum number of off the job learning hours specified in the apprenticeship Training Plan.
86. Where a student is absent from planned learning for whatever reason the student and the Success Manager must make arrangements to replace the learning as quickly as possible. Failure to do so may result in a student losing traction with their apprenticeship very quickly and being unable to catch up. Absences must be notified according to the process and requirements set out in the Training Plan. Ultimately if the student has not met the required minimum of 6 hours per week off the job training requirements, they will be unable to complete their apprenticeship and as a result, achieve their underpinning degree.

Break in Studies

Non-Apprenticeship Degree Programme

87. Students may elect to take a break in their studies and return at a later date (normally in exceptional circumstances) at any point during their programme.
88. A student who is considering suspending their studies should follow the [Change in Circumstances Policy](#) to ensure that they receive the appropriate support and advice, including financial implications, and complete the required procedures as necessary.
89. Students who suspend their studies surrender eligibility to apply for and participate in student schemes or discounts, including Council Tax exemption and student travel or photo card schemes, for the duration of the suspension of their studies. Eligibility is restored following their return to study upon receipt of a completed Student Registration Form.

Degree Apprenticeship Programmes

90. In exceptional circumstances an employer may agree that their student may suspend their studies and return at a later date, or withdraw from their programme, at any point during their programme. This decision cannot be made without the employer's approval in writing, and the request must come from the employer.
91. A student who is considering taking a break in their studies from their degree apprenticeship programme should speak with their Success Manager to ensure that they receive the appropriate support and advice. There are very specific arrangements that must be made where the apprenticeship is taking a break in studies.

Withdrawal

Non-Apprenticeship Degree Programme

92. Students may elect to withdraw from their programme at any point during their programme.
93. Students who withdraw from their programme must return (as appropriate) their:
 - 93.1. Student ID Cards
 - 93.2. Borrowed books and/or other resources
94. Where a student has been unable to fulfil the specific regulations of the programme of study, but has fulfilled the University's Academic Regulations for progression, the University, on the recommendation of a PAB, may withdraw the student from the programme of study for which they were originally registered, and transfer them to an alternative programme.
95. Where a student withdraws or has been withdrawn from the University, the PAB will consider the student's performance and the credits they have achieved to date and confer the highest award for which the student is eligible. A student receiving an award in this way may be subsequently considered for re-admission under the arrangements for RPL.

Degree Apprenticeship Programmes

96. In exceptional circumstances an employer may agree that their student may withdraw from their programme, at any point during their programme. This decision cannot be made without the employer's approval in writing, and the request must come from the employer.
97. A student who is considering withdrawing from their degree apprenticeship programme should speak with their Success Manager to ensure that they receive the appropriate support and advice. There are

very specific arrangements that must be made where the apprenticeship is withdrawing.

98. Students who permanently withdraw from their programme must return (as appropriate) their:

- 98.1. ID Cards

- 98.2. Borrowed books and/or other resources

99. Where a student withdraws or has been withdrawn from the University, the PAB (WRL) will consider their performance and the credits they have achieved to date and confer the highest award for which they are eligible. A student receiving an award in this way may be subsequently considered for re-admission under the arrangements for RPL.

Change of Programme

100. A student who is registered on a programme may be permitted to change to another programme. For further information, see the [Change in Circumstances Policy](#).
101. Students wishing to transfer to another institution should formally withdraw from their programme (see [Withdrawal](#)) and apply directly to that institution.

Student Support to Study

102. There is a growing awareness of the need for Higher Education Providers to respond appropriately to situations where visible signs of ill health (including mental health difficulties, psychological, personality, or emotional disorders) may have an impact on the functioning of individual students, and the wellbeing of others around them. Students who present with difficulties should, wherever possible, be considered from a supportive perspective.
103. The University is committed to promoting positive student attitudes towards students with physical and/or mental ill health.
104. The University has a duty of care to respond appropriately where there are substantial concerns relating to a student's health and wellbeing, and the impact that may have upon the individual and/or other members of the University community. The University aims to support students with physical and mental ill health to enable them to fulfil their potential and complete their chosen programme of study. For further details, please refer to the University's [Student Welfare Policy](#).

105. The University has a [Support to Study Policy](#), which outlines the procedure and support available where a student's health and wellbeing deteriorates to the point where they may not be fit to study, including where they may be at risk of harm to themselves and/or others. It is designed to ensure a consistent and sensitive approach to managing situations.
106. Those studying a degree apprenticeship programme may have access to workplace wellness or other support services in addition to those offered by the University. As part of the application process, there is specific provision made to ensure that anyone wishing to be a student on a degree apprenticeship programme is able to successfully progress and complete it regardless of any health circumstances. The Additional Learning Support assessment conducted as part of the application process will result in an action plan agreed between the applicant and the Apprenticeship Team. This will be put in place before the apprenticeship starts and will be reviewed at the tripartite meetings to ensure that it remains effective.

Conduct

107. The University is a community that expects its students and staff to behave professionally and respectfully to each other, the public and University property at all times.
108. The [Disciplinary Procedure for Students](#) defines the conduct expected of students. The Staff Handbook (available on the human resources platform) defines the behaviour expected of staff. These documents exist to ensure that a pleasant and supportive environment for study and work is provided for all. Disciplinary procedures may be initiated if the behaviour of staff and students does not meet the University's expectations.
109. The [Disciplinary Procedure for Students](#) is in place should any misconduct/breaches of the following policies be reported:
 - 109.1. [Acceptable Use Policy for Students \(IT\)](#)
 - 109.2. [Bullying, and Harassment and Sexual Misconduct Policy](#)
 - 109.3. [Code of Practice on Freedom of Speech](#)
 - 109.4. [Internal Communications Policy](#)
 - 109.5. [Equality, Diversity and Inclusion Policy](#)
 - 109.6. [Library Fines Policy](#)
 - 109.7. [Misuse of Substances Statement](#)

109.8. [Safeguarding Policy](#)

110. The University also has a [Public Interest Disclosure \(Whistleblowing\) Policy](#) to provide guidance to students and employees who believe that they have discovered evidence of malpractice.

Complaints Procedures

111. The University encourages students and staff to resolve academic and non-academic issues of concern on an informal level where possible. However, if this is not possible, established complaints procedures, such as those outlined in the [Complaints Procedure for Students](#), may be used to report and seek redress for both academic and non-academic issues.
112. Support for students and staff is provided where required in case of conduct, complaint or discipline matters.
113. Both students on a degree apprenticeship programme and their employers may also raise issues with the Education & Skills Funding Agency, who are responsible for the funding and regulations relating to apprenticeships, as noted in the Training Plan.

Version History

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23.2.1	November 2023	November 2023	Head of Quality Assurance	August 2024
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External Reference Point(s)	UK Quality Code; Framework for Higher Education Qualifications of UK Degree-awarding Bodies.			