REGULATIONS OF THE UNIVERSITY OF BIRMINGHAM

SECTION 5 - ADMISSION AND REGISTRATION

Executive Brief

Sets out the Regulations governing admission of Students to the University and the terms and obligations which apply to Registered Students.

Section 5. Admission and Registration

5.1. Admission Procedures

5.1.1 General

5.1.1 (a) Every applicant for admission to the University must normally have reached the age of 17 years on 1 October of the year of entry.

5.1.1 (b) The requirements for entrance to the programmes of study offered by the University shall be as specified in the appropriate University publications.

5.1.1 (c) (i) Applications for first-degree programmes of study must be made through the Universities and Colleges Admissions Service except where indicated in appropriate University publications.

(ii) Applications for all other programmes must be made direct to the University except where indicated in appropriate University publications.

5.1.1 (d) An applicant may be accepted for admission only by the appropriate authority designated by the Senate.

5.1.1 (e) No applicant shall be admitted to an undergraduate programme unless he or she has satisfied the General Entry Requirements of the University as determined by the Senate, except application to the Birmingham Foundation Academy, and the entry requirements for the programme concerned as approved by the Senate or under delegated authority.

5.1.1 (f) No applicant shall be admitted to a postgraduate taught or graduate taught programme unless he or she has satisfied the entry requirements for the programme concerned as approved by the Senate or under delegated authority.

5.1.1 (g) To gain admission to a research degree programme (with the exception of the Doctor of Dental Surgery (DDS) or Doctor of Medicine (MD)) an applicant must comply with the following entry requirements:

(i) attainment of an Honours degree (normally a First or Upper Second Class Honours degree or equivalent) awarded by an approved university in an appropriate subject, or

(ii) attainment of an alternative qualification or qualifications and/or evidence of experience judged by the University as indicating an applicant's potential for research and as satisfactory for the purpose of entry to a research degree programme.

In addition

(iii) Admission and Registration for a research degree programme may be conditional on satisfactory completion of preliminary study, which may include assessment. The time taken for the preliminary study will not be counted towards the period of Registration prescribed in

subsection 5.2.3, for the completion of the research degree.

(iv) The field of research shall be subject to approval by the relevant Head(s) of the Principal Academic Unit in advance of Registration to ensure that appropriate supervisory support is available.

5.1.1 (h) Eligibility for admission to the DDS

(i) Two years from the date of having passed the BDS (or equivalent) a candidate will be eligible to apply for permission to register for the higher degree of Doctor of Dental Surgery.

(ii) Applicants must be in possession of a degree recognised for full registration by the General Dental Council. Such candidates must be connected with the University or one of its associated hospitals as normally evidenced by the holding of a full-time, part-time or honorary University appointment.

(iii) Applicants must be able to devote half their working week for research purposes.

(iv) External Registration (when the research is being carried-out outside of Birmingham and/or its associated hospitals) is not permitted.

(v) Applications must be made using the standard University Postgraduate online application form and must additionally include:

i) an outline of the research which will be the subject of the thesis;

ii) details of where the research will be undertaken;

iii) an up-to-date curriculum vitae, including the number of clinical hours the candidate will be undertaking during registration and the number of part-time hours which will be dedicated to research.

5.1.1 (i) Eligibility for admission to the MD

(i) Two years from the date of having passed the MBChB (or equivalent) a candidate will be eligible to apply for permission to register for the higher degree of Doctor of Medicine

(ii) Applicants must be in possession of a degree recognised for full registration by the General Medical Council. Such candidates must be connected with the University or one of its associated hospitals as normally evidenced by the holding of a full-time, part-time or honorary University appointment.

(iii) Applicants must be able to devote half their working week for research purposes.

(iv) External Registration (when the research is being carried-out outside of Birmingham and/or its associated hospitals) is not permitted.

(v) Applications must be made using the standard University Postgraduate online application form and must additionally include:

i) an outline of the research which will be the subject of the thesis;

ii) details of where the research will be undertaken;

iii) an up-to-date curriculum vitae, including the number of clinical hours the candidate will be undertaking during registration and the number of part-time hours which will be dedicated to research.

5.1.1 (j) Subject to general law, the University reserves the right to refuse admission to any applicant to any programme without assigning any cause.

5.1.1 (k) Admission depends on satisfactory command of written and spoken English. Specific requirements for English language ability shall be as specified in appropriate University publications.

5.1.1 (l) Any Registered Student who has made a false statement in the admission or Registration process shall be liable to have his or her Registration declared void by the Registrar and Secretary. Any such decision shall have been preceded by an opportunity for the Registered Student to submit representations.

5.1.2 Accreditation of Prior Learning and Prior Experiential Learning (AP(E)L)

5.1.2 (a) Applicants may be admitted onto taught programmes of study and research degree programmes with taught elements on the basis of credit achieved on another programme or at another institution or through work experience which has been accredited. Credit achieved in this way may, where relevant, contribute towards the achievement of the credit requirements of the University of Birmingham programme concerned in accordance with procedures approved by the Senate or under delegated authority.

5.1.2 (b) (i) In the case of taught programmes of study, the use of pre-awarded credit towards a University Award is subject to a maximum of two-thirds of the total credits required for the Award. Successful completion of the Award depends on achievement of the remaining credits at the same level as, or at a more advanced academic level than, the pre-awarded credits. These credits must include any compulsory dissertation or thesis element stated in the programme requirements (see subsection 6.1.2).

(ii) In the case of research degree programmes with taught elements, the use of pre-awarded credit towards a University Award is subject to a maximum of one-third of the total credits required for the Award. Successful completion of the Award depends on achievement of the remaining credits (which must include any compulsory dissertation or thesis element stated in the programme requirements) at the same level as or at a more advanced academic level than the pre-awarded credits (see subsection 6.1.4).

5.1.2 (c) The marks awarded in assessment of pre-awarded credit do not count towards the final degree classification, which is therefore determined entirely upon marks taken from modules taken within the University of Birmingham.

5.2. Registration

5.2.1 General

5.2.1 (a) On Registration every Registered Student shall declare obedience to the University Legislation.

5.2.1 (b) It is the responsibility of individual Registered Students to notify the University of any changes to their personal details, such as home or term-time address, by means of amending personal data held within the Registration pages of the Registered Student Portal.

5.2.1 (c) Registered Students must inform the University in writing of any intention to withdraw from any programme, whether permanently or temporarily.

5.2.1 (d) A Registered Student on a full-time programme of the University may not simultaneously attend any other full-time programme of this or any other University or Higher Education Institution.

5.2.2 Visa Requirements

5.2.2 (a) A Registered Student whose programme requires the Registered Student to study in the UK (on either a full-time or part-time basis or for a period or periods of time) must have the appropriate visa to enter the UK and study in the UK, which must at all times reflect the Registered Student's circumstances, programme and mode of study. Registered Students must at all times comply with the law and any conditions and requirements relating to their right to enter and remain in the UK for the purposes of their studies.

5.2.2 (b) Registered Students must inform the University immediately of any change to their right to enter, remain or study in the UK.

5.2.2 (c) The sponsorship of a Registered Student by the University under its Tier 4 (General) sponsor licence (or any equivalent successor licence) may be withdrawn by the University if the Registered Student:

- does not hold or cannot evidence that they hold a current valid visa which permits entry into the UK and is appropriate for their programme and mode of study;
- has failed to comply with or provide evidence of compliance with one or more of the conditions or requirements of their visa;
- has failed to comply with the law insofar as it relates to their visa and/or right to enter and remain in the UK for the purpose of studying at the University.

5.2.2 (d) Where such sponsorship is withdrawn, the Director of Academic Services may withdraw the Registered Student from their programme of study and/or the University.

5.2.2 (e) The Director of Academic Services may withdraw a Registered Student' from their programme and/or the University if the Registered Student does not hold or cannot evidence that they hold a current valid visa which permits entry into the UK and is appropriate for their programme and mode of study.

5.2.3 Registered Students Following Taught Programmes of Study

5.2.3 (a) Registration must be completed prior to commencing the programme.

5.2.3 (b) Registered Students normally register for a University Session on either a full-time or part-time basis.

5.2.3 (c) A Registered Student and an Externally Registered Student is required to register annually until he or she has completed their programme of study.

5.2.3 (d) The University Session consists of normally 30 weeks as specified by the council which is divided into two Semesters, each notionally comprising fifteen weeks of learning, teaching and assessment, organised as follows:

- Learning and teaching for Semester 1: 11 weeks
- Learning and teaching for Semester 2: 11 weeks
- Combined Semester 1 and Semester 2 revision and examination period: 8 weeks, which may include a revision period followed by examinations and results processing.

These three periods correspond to the three terms of the University Session.

5.2.3 (e) Unless otherwise stated in programme requirements, a Registered Student's Registration on a programme shall begin at the start of a University session.

5.2.3 (f) A Registered Student may be required to attend outside the weeks of a University Session as specified below in 5.2.3 (h) (i).

5.2.3 (g) A Registered Student must not allow paid employment or other activities to conflict with the study required by the modules and programme for which the Registered Student is registered.

5.2.3 (h) (i) Full-time Registered Students must attend as required by their programme during University Session and also during such additional periods as may be prescribed for their programme.

(ii) Part-time Registered Students are required to keep the pattern of attendance specified by the programme on which they are registered.

(iii) Any Registered Student who wishes to be absent from the

University for any part of any University Session or other period of required attendance must first obtain permission of the Head of Principal Academic Unit (or nominee).

(iv) Externally Registered Students are only required to attend examinations or submit work for assessment.

5.2.3 (i) Patterns of Attendance

(i) For **undergraduate programmes of study**, the standard pattern of attendance, for a full-time Registered Student, is based on a credit load of 120 credits per University Session. Other patterns of attendance, for Registered Students registered on either a full-time or part-time basis, within the overall time limits for the Award concerned (see subsection 6.2.1), may be exceptionally agreed by the Senate or under delegated authority and subject to a maximum registration for 140 credits in any one University Session.

(ii) The University may require that some taught and clinical elements of programmes be undertaken outside the University Session. Where this is the case, it shall be specified in the programme requirements.

(iii) For taught postgraduate and graduate taught programmes, the standard pattern of attendance, for a full-time Registered Student, is based on a credit load of up to 180 credits per University Session. This equates to attendance of up to forty hours per week over 45 weeks. Therefore, a Registered Student may be required to attend outside the University session (as specified in 5.2.2 (b) above, and the glossary).

(iv) Other patterns of attendance, for full-time or part-time Registered Students, within the overall time limits for the Award concerned (see subsection 6.2.2), may be exceptionally agreed by the Senate or under delegated authority.

5.2.3 (j) Where programmes are available in both full-time and part-time modes, Registered Students may be permitted to transfer between modes at an appropriate point in the programme as specified by the College(s) concerned. At the time of transfer the Registered Student shall be informed in writing of the number of credits still required for successful completion of the programme and the time by which these must be attempted.

5.2.4 Registered Students Following Research Degree Programmes

5.2.4 (a) Registration must be completed prior to commencing the programme. Retrospective Registration may be permitted but only in exceptional circumstances and with the approval of the Senate or under delegated authority.

5.2.4 (b) A Registered Student on a research degree programme will normally carry out his or her research and be supervised on University premises, throughout the whole academic year. Other types of registration (Split Location and Distance Learning) for postgraduate research study are as

specified Regulation 5.2.5 and 5.2.6).

5.2.4 (c) Normally Registered Students are entitled to supervision and research training, and access to computing, laboratory or other University facilities. Registered Students in Thesis Awaited Status shall be entitled to access only such academic and other resources as specified in Regulation 5.2.3(f) below.

5.2.4 (d) A Normally Registered Student is required to register annually until they have completed the primary area of research and the Senate or delegated authority has approved a recommendation from their Head of Principal Academic Unit that they need no longer remain normally registered.

5.2.4 (e) A Normally Registered Student who has completed the minimum period of study (see subsection 6.2.3) and who has completed their primary research activity may be transferred to Thesis Awaited status on the recommendation of the relevant Head of Principal Academic Unit. A Registered Student in Thesis Awaited Status must register annually until the conclusion of their research degree studies.

5.2.4 (f) A Registered Student on a research degree programme who makes significant use of University facilities or resources including supervision during any period after the end of the minimum period required by the Regulations for his or her degree is required to be normally registered and, as a consequence, to pay the full tuition fees appropriate to the period of normal Registration.

5.2.4 (g) A Normally Registered Student who is transferred to Thesis Awaited status as per 5.2.3 (e) above shall pay a Continuation Fee each year up to and including the academic year that the thesis is submitted. Payment of the Continuation Fee enables a Registered Student in Thesis Awaited status to continue to use the library and access his or her computer account and such other academic and/or other resources and facilities as the University may determine from time to time

5.2.4 (h) Continued registration as a Registered Student will be subject to satisfactory conduct and progress and to satisfactory performance in examinations or other assessments.

5.2.4 (i) On the recommendation of the Head of Principal Academic Unit, the Senate or delegated authority may require the termination of a Registered Student's registration as per clause 7.8.3 (e).

5.2.5 Provision for Split Location Postgraduate Research Study

5.2.5 (a) The criteria and procedures for split location research degree registration shall be as specified in the Code of Practice on Split Location Study for Postgraduate Researchers.

5.2.6 Provision for Distance Learning Research Study

5.2.6 (a) The criteria and procedures for distance learning research degrees shall be specified in the Codes of Practice for Distance Learning and Placement Learning.

5.2.7 Registration for Research Degrees by Research Fellows and Research Associates

5.2.7 (a) Research Fellows or Research Associates may register as a candidate for a research degree as per the Code of Practice on Admission of Students.

5.2.8 Registration for Research Degrees by Staff Holding Honorary Titles

5.2.8 (a) Members of Staff holding honorary research titles will not normally be permitted to register for research degrees.

5.2.8 (b) The Code of Practice on Admission Students may specify exceptions to this Regulation.

5.2.8 (c) In cases where Registration for a research degree is known to be specifically intended as a principal purpose of an academic visitor's presence at the University, permission to register should be requested at the same time as the recommendation for the conferment of the honorary title.

5.2.9 PhD by Published Work

5.2.9 (a) The criteria and procedures for registering as an applicant for the degree of PhD by published work shall be specified in the Code of Practice on Assessment and Award of PhD by Published Work.

5.2.9 (b) A Registered Student registered on postgraduate research degree programmes shall not be eligible to register as candidates for the degree of PhD under this regulation.

5.2.9 (c) A Registered Student registered on postgraduate research degree programmes who is a member of University Staff may transfer from his or her existing mode of Registration to become candidates for the degree of PhD by published work, provided that he or she fulfils all of the required criteria.

5.2.10 Higher Doctorates

5.2.10 (a) The criteria and procedures for applying for candidature of the following higher doctorates of the University:

- Doctor of Divinity (DD)
- Doctor of Engineering (DEng)
- Doctor of Letters (DLitt)
- Doctor of Music (DMus)
- Doctor of Science (DSc)
- Doctor of Laws (LLD)
- Doctor of Social Science (DSocSc)

shall be specified in the Code of Practice on Assessment and Award of Higher Doctorates.

5.2.11 Module Registration

5.2.11 (a) Registered Students on taught programmes and Registered Students on research degree programmes with taught elements shall register for modules in accordance with the relevant programme requirements. Registration may be subject to other factors such as the Registered Student's prior subject knowledge, timetabling or resource constraints.

5.2.11 (b) It is the responsibility of each individual Registered Student to ensure that he or she is correctly registered for the modules specified in the programme requirements of his or her programme.

5.2.12 Registered Student identity cards

5.2.12 (a) A Registered Student is issued with a University Identity Card on registration at the commencement of his or her studies.

5.2.12 (b) The card remains the property of the University, may be withdrawn at any time for good reason, and shall be surrendered if the holder ceases to be a Registered Student of the University.

5.2.12 (c) The use of the card is personal to the individual to whom it is issued and no Registered Student shall permit the use of his or her card by another person, whether a member of the University or not.

5.2.12 (d) If a Registered Student's likeness on the University Identity Card becomes unrecognisable through changes to the Registered Student's appearance then the Registered Student must request a new card.

5.2.12 (e) A Registered Student found to be using an identity card belonging to another person may be subject to disciplinary procedures, as per clauses 8.2.1 (e) and 8.2.1 (l).

5.2.12 (f) No Registered Student may use or tamper with a University identity card in such a way as to use or gain benefit from or access to buildings, services or other facilities of the University to which he or she is not entitled.

5.2.12 (g) A Registered Student is required to produce the card to confirm his or her identity when asked to do so by a member of University Staff.

5.2.13 Registration Arrangements for Sabbatical Officers of the Guild of Students

5.2.13 (a) A Sabbatical Officer who has not completed his or her academic programme shall, as soon as possible after his or her election and not later than the 1st June following, consult the Director of Academic Services about the arrangements for taking sabbatical leave.

5.2.13 (b) During his or her term of office a Sabbatical Officer shall normally be deemed to be a Registered Student of the University and shall for example be entitled to full library usage rights and full access to such IT resources as are available to all Registered Students and shall be subject to compliance with University Legislation. This is within the discretion of the University acting through the Vice Chancellor and this privilege may be

revoked.

5.2.13 (c) Any Registered Student may serve two terms of office as a Sabbatical Officer. However, leave of absence from a programme for the purpose of taking office as a Sabbatical Officer of the Guild of Students will not normally be granted for more than one year in all to any individual Registered Student before completion of his or her programme, unless leave of absence has been approved in accordance with the Code of Practice on Leave of Absence Procedures and, in the case of Registered Students following a research degree programme, Regulation 6.2.3(g).

5.3. Registration Status

Fees

5.3.1 (a) The Director of Finance shall collect all student fees (including tuition, accommodation and other fees).

5.3.1 (b) All fees are payable upon registration or re-registration unless the Registered Student has elected to pay instalments by Direct Debit.

5.3.1 (c) A non-refundable interest charge is applicable on tuition fee instalment plans greater than £9,500 The interest charge will be subject to any statutory limitations imposed on tuition fees and not exceed 1% above the base rate of the Bank of England at the time of the instalment plan application. If the instalment plan is cancelled any outstanding balance will be due in full immediately.

Tuition Fees

5.3.1 (d) Tuition fees on registration shall be payable as quoted in the offer of admission. In accepting the offer of admission, the Registered Student accepts a contractual liability to pay the assessed fee for each year of the duration of his or her registration in accordance with these Regulations.

5.3.1 (e) In cases of Registered Students repeating part of a programme, the fees will be calculated on a pro-rata basis.

5.3.1 (f) Each Registered Student is responsible for the payment of his or her own fees, charges and debts. This responsibility is not affected by the University agreeing to a request from the Registered Student to invoice a third party for any fee or charge, except those Registered Students who are under the age of 18 years and for whom a Parental Agreement Letter has been issued and signed, in which case the responsibilities shall be as set out in that letter.

5.3.1 (g) For the purposes of tuition fees Registered Students are classified as Home/EU, Islands or Overseas in accordance with UK Government guidance on such classifications. If a Registered Student, having accepted the offer of admission, subsequently appeals against his or her tuition fee classification, the tuition fee shall remain payable as specified in 5.3.1 (d) above, while the appeal is being considered. Where an appeal is upheld in full or in part, the Director of Finance shall confirm the new rate of fee and

any overpayment will be refunded.

5.3.1 (h) A Registered Student who withdraws or takes Leave of Absence from the University before the end of an academic session (or any other period of study for which a single tuition fee is charged) may be entitled to a refund or a reduction in any tuition fee in accordance with the University's Tuition Fee Liability Policy in force at the relevant time.

Non-payment of tuition fees

5.3.1 (i) A Registered Student who fails to pay tuition fees or any other fee directly related to the delivery of that Registered Student's programme of study or research in accordance with 5.3.1(b) above of who does not comply with the rules of instalment plan shall be liable to pay default interest of £50 or 1.5%, whichever is greater.

5.3.1 (j) Following the issue of appropriate reminder letters a Registered Student whose payment of tuition fees or any other fee directly related to the delivery of that Registered Student's programme of study remains in arrears shall be excluded from the University. An "Imposed Leave of Absence" will be applied in accordance with Section 5 of the Code of Practice on Leave of Absence Procedures.

Such a Registered Student will no longer be entitled to:

(i) use the University Library or any other University facility;

(ii) attend lectures, tutorials, laboratory classes or receive any other kind of teaching;

(iii) participate in any research activity in the University;

(iv) sit any examination;

(v) present a thesis or other written work;

(vi) have coursework, examinations, dissertation, thesis or any other form of assessment marked or otherwise assessed;

(vii) have a degree conferred or otherwise to receive an Award from the University at a degree congregation;

(viii) receive an approved transcript of their studies and results;

(ix) have their name included in the pass list of any such Award until the arrears are paid;

(x) re-register until the arrears are paid.

5.3.1 (k) Where monies have been received and there are tuition fees, accommodation fees and/or other outstanding debts to the University, the University reserves the right to allocate the funds in the following order:

(i) All associated legal costs incurred during the recovery of the debt;

(ii) Accommodation fees;

(iii) Any other outstanding debt to the University.

(iv) Tuition fees.

5.3.1 (l) Any sum owing to the University may be pursued by the University through the courts in addition to any of the penalties listed above.

5.3.1 (m) Following exclusion from the University for non-payment of fees in accordance with 5.3.1(j) above, a Registered Student may make arrangements for deferred payment, either direct with the Finance Office, or via the University solicitors. However, the Registered Student remains excluded and subject to the associated penalties set out in 5.3.1(j) above until those fees have been paid in full. A Registered Student who has been excluded fro a continuous period of 12 months will be automatically withdrawn from the University and, having paid the outstanding fees, will only be readmitted at the discretion of the University.

Accommodation Fees

5.3.1 (n) All accommodation fees are payable without deduction or set-of at the times and in accordance with the applicable terms and conditions.

(o) Registered Students who are granted leave of absence or withdraw from their studies otherwise cease to be a Registered Student and will be required to vacate University accommodation.

5.3.1 (p) A Registered Student who vacates the accommodation before the end of the accommodation period will normally remain responsible for the accommodation fees for the entire contracted period unless the University agrees otherwise.

Non-payment of accommodation fees

5.3.1 (q) The University is entitled to take enforcement action and/or issue a notice to vacate against a Registered Student who fails to pay accommodation fees.

5.3.2 Health

5.3.2 (a) The University reserves the right to require those accepted for admission to programmes of study to undergo medical examinations.

5.3.2 (b) The University requires its Registered Students to register with a General Practitioner in the United Kingdom.

5.3.2 (c) Any Registered Student who is suffering from any medical illness or condition, or in whose residence there is or has been an infectious illness which renders that Registered Student a possible danger to him or herself or to Staff and Students and/or to other persons with whom he or she will come into contact as a requirement of the programme, may be required to cease attending that programme. Such a decision and any conditions applied would be taken by the Registrar and Secretary in accordance with the Code of Practice on Suspension from Study on Health Grounds and in the most serious cases may require permanent withdrawal from the University.

5.4 Intellectual Property

All Registered Students must comply with the University's procedures for notifying any invention, device, discovery, material, product or process, computer software or other potentially valuable result, or innovation which it is considered might have commercial significance, whether patentable or not, developed or invented during the course of the Registered Students' research or study at the University. All Registered Students must make assignment of all rights in such intellectual property to the University. Details of the University's procedures involving sharing of revenue from exploitation are available from the Director of Research and Knowledge Transfer within each of the Colleges, the office within the University with responsibility for commercial exploitation of research results or the Registrar and Secretary. The procedures and arrangements for notification and exploitation will be the same as those for Staff in the University set out in Regulation 3.16, Patents and the Exploitation of Inventions.