

Conditions of Student Registration

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Education Committee	1 August 2027	[INSERT]

Conditions of Student Registration

The Conditions of Student Registration stipulate how an individual registers as a student with the University (including those studying with Partner Institutions), how they maintain their registration and how their registration comes to an end (on completion of their course or before their expected course end date). It forms part of the student [Terms & Conditions](#) and so should be read in conjunction with that document.

Who needs to know about the Document

- Deans, Deputy and Associate Deans, Heads of Subject
- All academic and professional service staff who advise students, including those at Partner Institutions
- Student and Academic Services
- Marketing
- Finance
- UK Partnerships and Apprenticeships Unit
- International Partnerships & Development
- Students, including Apprentices and those studying at Partner Institutions

Purpose of the Document

In this document, the University explains the following:

- How to register and maintain registration at the University (Section 2)
- How changes to a student's registration or personal details are managed (Section 3)
- Registration requirements relating to tuition fee payment (Section 4)
- How engagement and attendance requirements relate to maintaining registration (Section 5)
- The University's requirements relating to student behaviour and conduct (Section 6)
- The University's requirements relating to Academic Integrity (Section 7)
- Why and how a student's registration may end prior to course completion (Section 8)

Contacts

Questions regarding this document can be directed in the first instance to student.records@canterbury.ac.uk, and may be referred to another, appropriate University team as required.

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Conditions of Student Registration

1. Scope

- 1.1 The conditions set out in this document relate to registration as a student at Canterbury Christ Church University ('the University'). Details of requirements relating to applicants and admissions activities are available in the [Admissions Policy](#).
- 1.2 Registration is the process of registering as a student on a course at the University and maintaining that student status until such time as:
 - 1.2.1 the course reaches its conclusion, as determined by the approved course duration and [University dates](#) (governed by the relevant academic calendar); or
 - 1.2.2 the student's registration ends prior to course conclusion.
- 1.3 This document sets out the general conditions on how a prospective student registers with the University, how they maintain registered student status, and ways in which registered student status may end. In addition, students need to comply with the requirements for the course on which they are registered, as set out in the relevant Course Handbook.
- 1.4 The Conditions apply to students on all courses at the University, and to students on courses at all Partner Institutions approved or validated by the University.
- 1.5 There are separate [Student Privacy Notice](#) and [Terms & Conditions](#) documents which should be read in conjunction with these Conditions.
- 1.6 The term 'student' is used in this document to refer to both prospective students (who have completed all required applicant activities and are eligible for initial registration), and continuing students (who have already completed initial registration).
- 1.7 The terms 'register' and 'registration' used in this document refer to both initial registration and re-registration by continuing students.

2. Registration

General

- 2.1 Unless stated otherwise, the requirements in Section 2 apply to all students, including those studying with Partner Institutions.
- 2.2 A student will only be eligible to register for a course if they have satisfied the relevant [University and Course entry requirements](#) and completed all necessary steps required of applicants.
- 2.3 Students register for a course on either a full-time or part-time basis. Student Route visa students must register as full-time, as they are not permitted to study part-time or as distance learning.
- 2.4 A student registered on a full-time course with the University may not simultaneously register for, or attend, any other full-time course at this or any other university or higher education institution without prior approval of the Academic Registrar (or nominee), unless required to do so as part of the University course for which they are registered.
- 2.5 Students who have previously undertaken study at the University, were not able to complete their course and have re-applied to study the same (or a similar) course will be managed under the Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award. Appropriate actions will be taken with regard to registration and student record management in line with this Policy, on a case-by-case basis.

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- 2.6 Students are required to register at the commencement of their course (initial registration).
- 2.7 Students studying for more than one academic year, are required to re-register on an annual basis to maintain their student status.
- 2.8 Students at Partner Institutions must register (and re-register) with the University, even if they are also required to register with the Partner Institution.
- 2.9 Failure to register with the University within the required timeframes may lead to termination of a student's registration.
- 2.10 As part of the initial registration process, prospective students are required to provide the University with original copies of documents, including any proof of identity or original certificates (as evidence of qualifications), as determined by the University.
 - 2.10.1 Students will be notified of what is required in advance of their registration.
 - 2.10.2 Students are required to provide all requested documentation within a specified period of time, usually 3 weeks after the start of teaching for their course's calendar.
 - 2.10.3 Students must provide all necessary information to enable the University to administer their course and complete statutory returns, including the provision of additional documentation where necessary.
 - 2.10.4 If a student does not provide the requested documentation within the required timeframe, their registration may be voided (for prospective students) or terminated (for students with conditional (temporary) registration status).
 - 2.10.5 Student Route visa students and students holding other UK leave to remain who are studying on face-to-face full-time courses are required to complete in-person documentation checks to become fully registered. These document checks include proof of valid leave to remain for the UK that allows study, as well as identity checks.
- 2.11 Students are required to register using their full legal name.
- 2.12 A student must not allow paid employment or other activities to conflict with the study required by the modules and course for which they are registered. In the case of students on a Student Route visa, they must also comply with the conditions of their visa.
- 2.13 Registration will end when:
 - 2.13.1 the student has completed the course and/or been recommended for an award by the Board of Examiners; *or*
 - 2.13.2 the student has withdrawn from the course prior to its conclusion; *or*
 - 2.13.3 the University has taken action under a relevant regulation, policy, procedure or framework which ends the student's registration prior to conclusion of the course.
- 2.14 The maximum period of registration permitted for each course type is set out in the [Regulations for Taught Awards](#) or [Regulations for Research Awards](#), as appropriate. Some professionally regulated courses may have an agreed alternative maximum registration period; in such cases, the Course documentation available to students will confirm the maximum permitted registration period.

Health and Previous Criminal Convictions

- 2.15 In order to register, prospective students must satisfy any specific course requirements in relation to health, character and/or satisfactory checks from the Disclosure and Barring Service (DBS).
- 2.16 Where a course requires prospective students to provide a satisfactory check from the DBS and/or Occupational Health clearance, and such checks/clearance are pending at registration, students may be

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permitted conditional (temporary) registration provided the application/referral has been made for the relevant satisfactory checks/clearance.

- 2.16.1 For regulated courses leading to a professional qualification or application to register with a professional accrediting body, students who receive late checks/clearance may be required to interrupt and return at the appropriate point in the next academic year.
- 2.17 Should any Occupational Health and/or DBS check/clearance subsequently prove to be unsatisfactory, the University reserves the right to void a prospective student's registration or terminate a conditionally (temporarily) registered student's status for their course of study.
 - 2.17.1 The student may apply for transfer¹ to another course where such a check is not required, where they are eligible to do so (section 3).
- 2.18 In order to maintain registration on any course requiring a satisfactory check from the DBS, the student must continue to maintain the standards expected for the relevant course. Where such circumstances change during the period of registration on a relevant course, the student should inform their Course Director or Personal Academic Tutor (PAT) without delay, as any change in their circumstances may affect their continued registration. This includes if they are the subject of any criminal investigation, caution or conviction.
 - 2.18.1 The Course Director or PAT will advise the student of any action the University will need to take, appropriate to the nature of the change(s) in question, which may include initiating other relevant procedures (such as the Fitness to Practise Procedure), where relevant.
- 2.19 Where a periodic declaration of good health or good character is required by the course, students are required to make such full and accurate declarations by the time stated. Failure to make such declarations by the required date may lead to action under the [Fitness to Practise Policy and Procedure](#).

Registration on Taught Courses

- 2.20 Students must register by the date prescribed by the University or relevant Partner Institution, usually no later than three weeks after teaching for the course's calendar begins. Failure to do so will result in voiding (prospective students) or termination (conditionally (temporarily) registered students) of their registration.
- 2.21 Continuing students must re-register at the beginning of each year or stage relevant to the course, by the deadline prescribed by the University (or Partner Institution). Failure to do so may result in termination of their registration.
 - 2.21.1 A student will only be eligible to re-register provided all academic and tuition fee requirements for the previous year or stage have been met at the time of re-registration.
- 2.22 Students are required to attend and complete modules in accordance with the relevant course requirements.
- 2.23 Students are responsible for checking at the start of the year that they are on the correct modules and required number of credits for their course (level and/or stage). They are also responsible for checking they are on the correct modules if they have an approved [Changes to Study](#) (Section 3) which results in a change to their course or modules.

¹ Or be eligible to apply, where a transfer is not appropriate.

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Registration on Research Courses

- 2.24 Students must register on a research course within the timeframe determined by the University, usually prior to commencing the course.
- 2.25 Only registered students are entitled to supervision and research training, and access to computing, laboratory or other University facilities. A student requiring substantive supervision and/or access to computing or laboratory facilities must remain registered with the University.
- 2.26 All research students are required to register annually, until the submission of the thesis and any other required reports and examinations are completed.
- 2.27 Students registered for research degree courses with taught elements are required to attend and complete modules in accordance with the relevant course requirements.
- 2.28 Continued registration as a research student will be subject to satisfactory progress and performance in any prescribed examinations, training or other progression assessments.
- 2.29 Where there is unsatisfactory progress and/or performance, the Research Degrees Board may require the termination of a student's registration before completion of the course.

Failure to Register or Re-Register

- 2.30 The University reserves the right to void a prospective student's registration or, for continuing students terminate their registration, for any year or stage of the course if the student fails to register (or re-register) in the timeframe determined by the University, subject to any restrictions on registration made by UKVI.
 - 2.30.1 Where the University voids or terminates registration for a Student Route visa student, the UKVI Authorising Officer (or nominee), will notify the UKVI of this fact and advise the student to return home.
- 2.31 The University may, in exceptional cases, extend for a particular student the period to undertake the required registration, including registration at a Partner Institution.
 - 2.31.1 Where a student is permitted to complete registration late, they may be required to interrupt that academic year and return at the appropriate point in the next academic year, where it is determined too much learning has been missed to enable successful completion of the level/stage/award in the current academic year.
 - 2.31.2 If a student fails to complete their registration by the extended date, their registration will be voided or terminated (as appropriate).

Conditional (Temporary) Registration

- 2.32 Where a student is unable to provide satisfactory evidence of one or more of the requirements for registration but has (or is) undertaken steps towards meeting the requirements, the student may be provided with a status of 'conditional (temporary) registration'.
- 2.33 If the student cannot provide the necessary evidence in the timeframe determined by the University for completion of their full registration, the University reserves the right to terminate the student's conditional (temporary) registration.
- 2.34 The termination of the student's conditional (temporary) registration does not affect the University's contractual right to payment for services provided up to the date of notification that registration is terminated.

Omission of information or misrepresentation in relation to Registration

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- 2.35 Should a concern be raised about the authenticity or accuracy of information provided by a student as part of their registration, and the misrepresented information leads to securing a place on a course and subsequent full registration, the matter may be referred into a relevant University procedure for consideration (this could include the Student Conduct Procedure and/or Fitness to Practise Procedure).
- 2.36 Where the outcome of the relevant procedure finds the student made a materially incomplete, inaccurate or false statement in the registration process which led to securing a place on the course and subsequent full registration, the University may take steps in the line with the relevant procedure, which could include terminating their registration (or any other relevant sanction under the procedure in question).
- 2.37 The termination of a student's registration does not affect the University's contractual right to payment for the provision of tuition and other services provided up to the date the student is notified their registration has been terminated.

Registration Arrangements for Students' Union Elected Representatives

- 2.38 A Students' Union Elected Representative who has not completed their course is to consult the University about the arrangements for taking sabbatical leave as soon as possible after the election, and not later than 1 July following the election.
- 2.39 During their period of office, a Students' Union Elected Representative is deemed to be a registered full-time student of the University, and retains library usage rights, access to their University computing account and Student Wellbeing and Support, and is subject to University requirements.

University Student ID Card

- 2.40 The student is to provide the University with an appropriate photographic image for use on the [Student ID Card](#), a copy of which will be retained by the University as part of its records, for the duration of a student's period of study.
- 2.41 The Student ID Card is issued by the University, except for some courses taught with Partner Institutions. The Student ID Card is issued as part of the registration process.
- 2.42 By accepting the Student ID Card, the student is accepting the published conditions of use of the Student ID Card in force at the time, which may be amended by the University. Registration with the e-Library and Society of College, National and University Libraries (SCONUL) is conditional upon the issue of the University Student ID Card.
- 2.43 The Student ID Card remains the property of the University and may be withdrawn at any time by the University. The University reserves the right to request the return of the Student ID Card when the student ceases to be registered with the University.
- 2.44 The use of the Student ID Card is personal to the student to whom it is issued. The student may not authorise the use of their Student ID Card by another person.
 - 2.44.1 A student found to be using a Student ID Card belonging to another person, or to have permitted another person to use their Student ID Card, may be subject to disciplinary action under the [Student Conduct Procedure](#).
 - 2.44.2 No student may use or tamper with a University Student ID 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 the student is not entitled.
 - 2.44.3 A student found to have used the Student ID Card in an unauthorised way or tampered with the Student ID Card may be subject to disciplinary action under the [Student Conduct Procedure](#).
- 2.45 Students are required to produce their Student ID Card to confirm their identity when asked to do so by any member of University Staff, including at times of attendance at University examinations.

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- 2.46 A student who loses their Student ID Card must inform the University immediately, and a replacement will be issued on payment of the published fee.
- 2.47 The Student ID Card will expire on completion of the student's period of registration, including any period of extension of course or period of assessment.

Electronic Communications

- 2.48 The University uses email to issue communications. The student's dedicated University email account will be used by the University to communicate important information about registration, module enrolment, assessment, progression or award decisions and other administrative matters. There may be some exceptions where a different account is agreed for use with specific Partner Institutions.
- 2.49 Students are required to set up their CCCU computing account, which includes their University email, during their registration at the University.
- 2.50 Once registered, students (including those away from the University on placement or other activities), are expected to check their University email account regularly.

3. Changes to Registration Details

Change of Student Personal Details and Address

- 3.1 Students are required to ensure that their personal details held by the University are up to date. These details can be maintained using the student's [MyRecord](#).
- 3.2 Students should inform the University of any changes to their personal and address details promptly and in accordance with the arrangements specified by the University.
- 3.3 Should a student change their full legal name, they must promptly advise the University of that change and provide documentary evidence to enable the change of name to be processed.
 - 3.3.1 A name change will not be permitted where it occurs after the student's award date, except where the [Transgender and Non-Binary Inclusion Policy and Guidance](#) applies or where safeguarding issues are identified.
- 3.4 Students should ensure, prior to exiting the University, that their contact details are up to date, to facilitate (where an award has been made) certificates being sent.
- 3.5 The University reserves the right to request original proof of any change of personal details or address.
- 3.6 Students are to provide the contact details of a trusted individual the University may contact if it has a concern about a student's health, safety or welfare. Students are requested to ensure they have the trusted individual's permission to share these details with the University. The University explains when and why it will make contact in the [Trusted Contact Privacy Notice](#).

Student initiated Interruption of Study

- 3.7 The University may give permission to students to either:
 - 3.7.1 Take a short, authorised, absence from their studies. This type of absence must be requested by contacting the relevant Academic Operations Team or, for students on a Student Route visa, by submitting the UKVI Student Absence Form.
 - 3.7.2 Temporarily suspend their studies for a longer, specific period of time during their course, with a view to returning at a later date. This is known as an interruption of study. The student must make

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an application for an interruption of study using the [Changes to Study](#) process, as outlined in the [Interruptions Policy](#).

- 3.8 A student on a Student Route visa is required by the UKVI to return to their home country during the period of interruption, if the period of interruption is over 59 days. Details of how this requirement is applied can be found in the [Student Attendance and Engagement Framework](#).
- 3.9 The University reserves the right to refuse to issue a further Confirmation of Acceptance of Study (CAS) if a student breaches UKVI rules by remaining within the United Kingdom during an interruption period of over 59 days.
- 3.10 During the period of interruption, the student may inform the University in writing of their intention not to return to their studies. In such cases, the student will be recorded as having withdrawn from the course, and will cease to be a student from the last recorded date of engagement (which may be a recorded date relating to attendance at a learning event, use of the Learning Platform or submission of an assessment).
- 3.11 In preparation for a student's return from interruption:
 - 3.11.1 students are expected to engage with the relevant Academic Operations Team to confirm their intention to return, and agree support arrangements.
 - 3.11.2 the relevant Academic Operations Team must complete a resumption Changes to Study request, to ensure the student's re-registration eligibility is confirmed to Student Records Management.
 - 3.11.3 Students on a course that requires a DBS check as part of the entry requirements will require a new DBS check to return from an interruption of 3 months or longer. Students should engage with the Compliance Team regarding this prior to their return from interruption.
- 3.12 After the period of interruption has expired, a student who fails to return to the course and complete any specified registration requirements within 20 working days of the interruption period end date, will be assumed to have withdrawn and an assumed withdrawal will be applied to their record.

Student initiated Change to Mode of Study

- 3.13 Students may apply to the University to change their mode of study (using the [Changes to Study](#) process), where they are eligible to do so, and where alternative modes of study are available for the course.
- 3.14 Each application to change the mode of study will be considered on a case-by-case basis.
- 3.15 The University reserves the right to refuse a request for a change in mode of study.
- 3.16 Students should seek advice before requesting a change of mode, in case of implications for student funding eligibility.
- 3.17 Students on a Student Route visa may not request to study part-time or as distance learning.

Student Initiated Transfer of Registration between Courses

- 3.18 A student is accepted for and registered on a specific course and has no automatic right to transfer to another course.
- 3.19 Any application for a transfer to a different course must be made using the [Changes to Study](#) process. The decision on an application for transfer between courses will be made by the relevant Course Director.
- 3.20 Each request for a course change will be considered by the University on a case-by-case basis, taking into account the requirements of the course into which the student is applying to transfer, as well as UKVI compliance and DBS clearance considerations.

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- 3.21 The University reserves the right to refuse a request for a transfer of course².
- 3.22 In making a request to transfer between courses, should any modules already completed form part of the new course's curriculum these will normally be transferred in full and cannot be retaken. The Course Director for the new course will determine which (if any) modules will be carried forward from the original course to the new course, and whether a waiver of any course requirements is to be permitted.
- 3.23 Where a student is registered (or due to register) as Reassessment with Attendance³ or Retake of Failed Modules⁴ and requests to transfer to another course in the same academic year, any regulatory, module and/or tuition fee implications will be confirmed as part of the decision regarding the student's request.
- 3.24 Where there is a difference in tuition fees between courses, the tuition fees for the new course become payable once the request for transfer is approved. Where a refund is due, it will be payable once the transfer is approved.
- 3.25 Students should seek advice before requesting a transfer, in case of implications for student funding eligibility.
- 3.26 A Student Route visa student who wishes to transfer between courses cannot do so without the permission of the Compliance Team, as this can affect their visa (a transfer of course may necessitate a new visa application in some cases, and the student would need to consider the cost of doing so).

University required Transfer of Registration between Courses

- 3.27 The University reviews the courses (and modules within those courses) offered on a regular basis, to ensure it offers innovative and up-to-date learning opportunities, and provides an excellent student experience. This occasionally results in changes to courses or modules. The University will inform students of any material changes to their module or course specifications (or options) in line with the [Policy on Changes to Material Course Information](#).
- 3.28 Students in the final cohort of a course on teach out (or the cohort prior to a course's suspension) who wish to interrupt will not be able to interrupt and return onto the same course. Details of the options available to students in these circumstances are set out in the [Interruptions Policy](#).
- 3.29 Students in the final cohort of a course on teach out (or the cohort prior to a course's suspension) who have not met the academic requirements to progress or be awarded at the end of an academic year, cannot continue on their original course (as no remaining intakes exist with whom they can study in the next academic year). They will however be given the opportunity to Transfer to a new, suitable course, and complete Retake of Failed Modules on that new course.

University required Suspension of Study

- 3.30 Where, under one of the following University policies and procedures, a student is subject to a sanction of 'suspension'⁵, their student record will be updated accordingly:
 - 3.30.1 [Student Conduct Procedure](#)
 - 3.30.2 [Fitness to Practise Policy & Procedure](#)
 - 3.30.3 [Fitness to Study Procedure](#)

² Where applicable, students may be required to apply for a new course.

³ For students with a Board decision taken under the 2024-25 Regulations for Taught or Research Awards.

⁴ For students with a Board decision taken under the 2025-26 Regulations for Taught or Research Awards.

⁵ Where precautionary action results in temporary suspension, a student's registration status may not be altered, depending on the precautionary action decision.

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- 3.31 Agreement about when a student may return from suspension, complete re-registration and continue their course of study will be determined in line with the relevant policy / procedure.

4. Tuition Fee requirements

- 4.1 The University provides students with details about all aspects of Tuition Fee liability, requirements and processes in the Student [Terms & Conditions](#) and [Your Fees Your Responsibilities](#) Home Students or Overseas (including EU) Students guidance. This includes details about actions which will be taken in the event of non-payment, and about annual fee increases.
- 4.2 Payment of tuition fees is the responsibility of a student. It means a student must make sure the tuition fees are paid, even if they are not paying the tuition fees themselves (for example, if a Sponsor or the Student Loans Company is paying the tuition fees on behalf of the student).
- 4.3 Registration requires a binding undertaking to pay the required tuition fees by the student for the course on which they are registered. A student must pay in full or have an agreed arrangement to pay the tuition fees before commencing study at the University.
- 4.4 Where a student fails to meet their tuition fee responsibilities, sanctions may be applied in line with the Student [Terms & Conditions](#). This could include the following actions relating to a student's registration:
- 4.4.1 **Ineligibility to Re-Register.** Students with outstanding tuition fees will not normally be eligible to re-register for their next academic year or stage of study, unless a suitable payment arrangement has been agreed with the University's Finance team which permits re-registration.
- 4.4.2 **Termination of registration.** Where tuition fees remain unpaid after reasonable efforts have been taken by the University to support the student to resolve the debt, the University may terminate the student's registration on the course. The student will remain liable for the outstanding tuition fees.
- 4.5 If a student withdraws from, or is permitted to interrupt, a course of study, any remission or refund of tuition fees or any tuition fee liability due, will be calculated in accordance with [Your Fees Your Responsibilities](#) Home Students or Overseas (including EU) Students guidance and in line with the [Student Refunds and Compensation Policy](#).

5. Student Engagement and Attendance

Academic Calendar Dates

- 5.1 Students at the University must be available to undertake any activity relating to their studies during the relevant published [University dates](#) for their course of study.

Student Engagement and Attendance on Taught Courses of Study

- 5.2 In order to maintain their registration (and achieve their potential through the successful completion of each stage of their studies), students are expected to participate fully in all learning activities associated with their course of study, in line with the University's [Student Attendance and Engagement Framework](#). This includes:
- 5.2.1 organising their studies and understanding the expectations of their course.
- 5.2.2 attending taught sessions from the start of the course, ensuring they record their attendance at learning activities at the start of each timetabled session, through the appropriate method⁶.
- 5.2.3 undertaking all components of associated assessment.
- 5.2.4 engaging with any required placement or practice learning (where required by the course).

⁶ For example, for in-person teaching activities where the facility exists, a student will normally be expected to 'tap in' using their Student ID Card.

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- 5.2.5 where difficulties impact their ability to engage and attend, seeking support through the appropriate route, in a timely fashion (including requesting an interruption if appropriate).
- 5.3 Students may be subject to additional attendance and engagement requirements where:
 - 5.3.1 Professional, Statutory or Regulatory Body (PSRB) regulations apply.
 - 5.3.2 An international student is covered by Student Route visa requirements, and is subject to additional obligations (see [Student Attendance and Engagement Framework](#)).
- 5.4 Schools (including those at Partner Institutions, where appropriate) will monitor student attendance and engagement, reviewing attendance and engagement records regularly throughout the year. Action will be taken where attendance and/or engagement is not satisfactory, to discuss the reasons for non-engagement (and where necessary agree appropriate support). Students will be made aware that their registration, student finance and (where relevant) Student Route visa sponsorship may be at risk, if they fail to maintain satisfactory attendance (in line with the University's [Student Attendance and Engagement Framework](#)).
- 5.5 Failure to meet the University's (or course / visa specific) engagement and attendance requirements and thresholds, following appropriate steps by the University (or Partner) to re-engage the student, will normally result in students being 'assumed withdrawn' by the University (see Section 8).
- 5.6 If a student believes they will need to be absent (due to exceptional reasons) during a teaching and/or assessment period for a short (e.g. one week) amount of time, they must contact the relevant Academic Operations Team using the approved University (or Partner Institution) process, as set out in the [Student Attendance and Engagement Framework](#).
- 5.7 If a student believes they may require an extended period of absence from their studies (with a view to returning at a later date), they must use the University's interruption (Taking a Break) process.

6. Student Conduct

- 6.1 Students are expected to act in accordance with the expectations and principles set out in the [Expected Behaviours of Students](#) and the [Student Prevention of Harassment and Sexual Misconduct Policy](#).
- 6.2 The [Student Conduct Procedure](#) explains how the University will consider allegations of unacceptable behaviour and allegations of misconduct. This may also include a referral to the [Fitness to Practise](#) Policy and Procedure, where appropriate.
- 6.3 Following an investigation under the Student Conduct Procedure, or Fitness to Practise Policy and Procedure, one or more penalty may be applied to the student. Such penalties may include suspension or expulsion.
- 6.4 Students who wish to submit an appeal relating to a decision, must do so in line with the procedure under which the decision was taken.

7. Academic Integrity

- 7.1 Students are required to act with academic integrity in relation to all their assessments, in accordance with the [Academic Integrity Policy](#) (and, where appropriate, the [Research and Enterprise Integrity Framework and Policy](#)). Students may be subject to disciplinary action for breaches of the Academic Integrity Policy through the [Academic Misconduct Procedure](#). Action under this procedure may lead to a sanction being applied to the student, which may include expulsion from the University.
- 7.2 Students who wish to submit an Academic Misconduct Appeal must do so in line with the [Academic Misconduct Procedure](#).

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8. Ending registration prior to course completion

Withdrawal by the Student

- 8.1 A student must inform the University in writing, using the [Changes to Study](#) process, of their intention to withdraw from their course.
- 8.2 The effective withdrawal date will be the last recorded date of engagement held by the University. This may be a recorded date relating to attendance at a learning event, use of the Learning Platform or submission of an assessment (unless you are giving notice of your intention to leave or take a break at a future date).
- 8.3 In exceptional cases, the Academic Registrar (or nominee) may agree a withdrawal date that is different from the effective withdrawal date specified in 8.2.
- 8.4 Fee liability will be calculated in accordance with *Your Fees Your Responsibilities Home Students or Overseas* (including EU) Students *Your Fees Your Responsibilities Overseas (including EU) Students* guidance.
- 8.5 It is the responsibility of the student to inform any funding and bursary body promptly of their withdrawal from the course. Where required, the University will provide confirmation of their withdrawal.
- 8.6 Student Route visa students who choose to withdraw from their course will have their visa sponsorship withdrawn with UKVI.

University actions to end a student's registration

- 8.7 The University reserves the right to end a student's registration where there is good cause to do so.
- 8.8 Normally, the decision to end a student's registration will arise in one or more of the following circumstances, subject to any representation made by the student under the appropriate procedure:
 - 8.8.1 **Voiding Registration** - Where a prospective student has failed to meet their registration requirements, as set out in this document (including unsatisfactory Occupational Health and/or DBS check/referral or failure to complete registration within the required timeframe); *or*
 - 8.8.2 **Terminating Registration** - Where a conditionally (temporarily) or fully registered student has:
 - failed to meet their registration or re-registration requirements (including unsatisfactory Occupational Health and/or DBS check/referral or failure to complete registration within the required timeframe);
 - included false, fraudulent or materially misleading information in their application, or the student has significantly omitted information from their application; *or*
 - not met their tuition fees requirements after all reasonable efforts have been made by the University to support them in resolving the issue (in accordance with the [Terms & Conditions](#) and [Your Fees Your Responsibilities](#)); *or*
 - (for Student Route visa students) lapsed Student Route visa or where they are found to be in breach of any visa or additional registration requirements applicable to them;
 - (for other visa holders) lapsed leave to remain for the UK.
 - 8.8.3 **Cannot Continue** - a decision taken by a Board of Examiners, in line with the relevant regulations and procedures, that the student is not eligible to remain on the course due to academic or placement/practice failure or inactivity; *or*
 - 8.8.4 **Assumed Withdrawal** – through action taken under the [Student Attendance and Engagement Framework](#) or [Interruptions Policy](#), where a student:

Conditions of Student Registration

- fails to sufficiently meet all relevant attendance and engagement requirements for their course of study and visa status, including engagement with digital learning and resources, and submission of assessment; or
- following Interruption, fails to return to their course and complete any specified registration requirements within 20 working days of the Interruption period end date; or
- fails to respond to official correspondence from the University within the required timeframe.

8.8.5 **Expulsion** - through disciplinary action taken under the [Student Conduct Procedure, Fitness to Practise](#) Policy and Procedure or [Academic Misconduct Procedure](#); or

8.8.6 **Required Withdrawal** - through action taken under the [Student Fitness to Study Procedure](#) or compliance action in accordance with the [Student Attendance and Engagement Framework](#)⁷.

8.9 Where one of the above decisions is taken by the University, the student's effective registration end date will be the last date of engagement recorded by the University.

8.10 The University will inform any relevant funding and bursary body that the student's registration has ended.

8.11 Where a Student Route visa student's registration ends, their visa sponsorship will be withdrawn with UKVI.

Assumed Withdrawal

8.12 The University will write to the student in advance of any assumed withdrawal being made.

8.12.1 The student will be given 10 working days from the date of that notification to provide information to demonstrate sufficient engagement, or agree on plans to resume engagement.

8.12.2 In the case of Student Route visa students, the UKVI requirements are such that a report must be made by the University to the UKVI in line with the University's [Student Attendance and Engagement Framework](#) and current sponsor guidance, which can include immediate withdrawal and notification to UKVI.

8.13 The effective withdrawal date will be the last date of engagement as recorded by the University.

8.13.1 The last date of engagement will be confirmed in the written notification to the student of the assumed withdrawal.

8.14 Where a student responds within the required timeframe in 8.12, and sufficiently demonstrates their engagement or agrees a plan to resume engagement, the student will not be assumed withdrawn.

8.14.1 The University reserves the right to apply the assumed withdrawal decision despite contact from the student, where insufficient evidence of engagement is provided or where the student does not agree to an appropriate re-engagement plan within the required timeframe or where withdrawal of visa sponsorship is required by the immigration rules or the University's [Student Attendance and Engagement Framework](#).

8.14.2 Where it is agreed (following contact from the student) that assumed withdrawal will not be applied, the student may be required to interrupt the current academic year and return at the appropriate point in the next academic year, as appropriate.

8.14.3 Should the student subsequently fail to keep to the agreed plan for engagement (including any agreed goals within the plan), without good reason, the University will apply the decision of assumed withdrawal.

8.15 Where a student does not respond, or establish agreed plans to resume engagement, within the required timeframe in 8.12 (or responds but does not provide information to sufficiently demonstrate engagement),

⁷ Where the student has some recorded attendance and engagement but the level does not meet that required in the Framework and all opportunities to rectify their attendance and meet the required level have been exhausted.

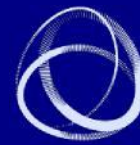
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the decision of assumed withdrawal will be formally applied to their record (and any funding bodies or, where appropriate, UKVI will be informed of their withdrawal).

8.15.1 After the assumed withdrawal process has been completed, should a student wish to make representation against the decision they must use the [Student Complaints Procedure](#).

8.16 A student who is assumed withdrawn from their course and subsequently wishes to re-apply to study at the University must make their request through the admissions process and will, where appropriate, be subject to the [Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award](#).

Document Information	Description of Document Information
Document Title	Conditions of Student Registration
Department Owner	Academic Registrar
Document Categories	Administrative Students Practice
Document Owner	Academic Registrar
Document Manager	Director of Student Records Management
Related University Policies	Academic Integrity Policy Admissions Policy Code of Student Professional Conduct Expected Behaviours of Students Interruptions Policy Fitness to Practise Policy Policy on Changes to Published Material Course Information Policy for Students who Reapply to Complete an Undergraduate or Postgraduate Taught Award Regulations for Taught Awards Regulations for Research Awards Student Attendance and Engagement Framework Student Privacy Notice Student Protection Plan Student Refunds & Compensation Policy Trusted Contact Privacy Notice
Related University Procedures	Academic Misconduct Procedure Admissions Complaints and Appeals Procedure Electronic Attendance Monitoring Fitness to Practise Procedure Student Complaints Procedure Student Conduct Procedure Student ID Card University dates Your Fees Your Responsibilities
Approved by	Education Committee



Conditions of Student Registration

Document Information	Description of Document Information
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Date of Commencement	[INSERT]
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Web Address	https://www.canterbury.ac.uk/our-students/ug-current/academic-services/student-