



University of Essex

Regulations relating to Registration

University of Essex, Registration Office,
Academic Services

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Regulations relating to Registration

Registration and Payment of Fees

5.1.

Student status commences at first registration for a programme of study and continues, unless it is otherwise terminated, until the award is conferred or granted.

5.2.

At the start of each new programme of study, in addition to the completion of the online registration process, students are required to undertake a Right to Study check in order to demonstrate their eligibility to undertake study in the UK in accordance with published requirements.

5.3

All prospective or continuing students must register each year at the required times in accordance with procedures approved from time to time by the University. The University reserves the right, not to allow students to register after term has started. Only exceptionally and with the special permission of the Academic Registrar or nominee will prospective or continuing students be allowed to register late.

5.4.

Students who have commenced a programme of study but who fail to re-register or are prevented by the operation of other Regulations from re-registering by the end of the period of twenty-eight days starting with the first day of the term of their next period of study shall be deemed to have withdrawn permanently from the University and from their programme of study and shall thereupon cease to be students of the University. This Regulation does not apply to students excluded temporarily by the Vice-Chancellor, continuation students or completion students, whose registration is governed by Regulations 5.15. and 5.16. respectively.

5.5.

In accepting an offer of a place at the University students agree to be bound by all the relevant provisions of the Charter, Statutes, Ordinances and Regulations of the University, which include the Code of Student Conduct (.pdf). This undertaking is confirmed at Registration.

5.6.

All prospective or continuing students, full-time or part-time, will confirm, either as part of the online registration process or sign at Registration, their agreement to a statement undertaking that they will comply with the Charter, Statutes, Ordinances and Regulations of the University.

5.7.

Students shall notify the University as soon as possible of any subsequent change in the information which they have given at Registration relating to name, address, choice of module, choice of options, and source of financial support.

5.8.

A student who loses their Registration Card must inform the University immediately, and a duplicate Registration Card may be issued on payment of a charge determined from time to time by the University.

5.9.

All students are required to register with a doctor in the vicinity of their term-time residence within four weeks of their arrival at the University. Students who register with a doctor other than the Health Centre on the Colchester campus may be required to notify the University of their name.

5.10.

No prospective or continuing student will be permitted to access lectures, classes or laboratories or to use the University Library, computing or any other facilities of the University until they have registered and paid or made satisfactory arrangements to pay the fees due.

5.11.

Fees and other charges must be paid at the times prescribed by the University. Students who have not paid fees and other charges including accommodation charges by the required date will be liable for a late payment charge of an amount, or rate of interest, to be determined from time to time by the University. Fee refunds will only be made in accordance with the policy published by the Director of Finance, Planning and Data Insight.

5.12.

The use of University facilities may be withdrawn from students who have not paid or made satisfactory arrangements to pay the fees due to the University. In the context of this Regulation the term 'University facilities' is to be interpreted to comprise all forms of academic instruction and supervision, the Albert Sloman Library, computing facilities and residential accommodation owned or administered by the University. A student who incurs a debt at another academic institution for which the University of Essex is liable to repay that institution during the programme of study will be deemed to be in debt to the University of Essex and therefore subject to [Regulations 6.5 and 6.30 \(.pdf\)](#) until the debt is paid.

Except with the permission of the Director of Finance, Planning and Data Insight

- (a) no applicant may register for a new course at the University where they are in any form of debt to the University or its companies
- (b) no student may register for a further period of study on their existing course where that debt relates to the fees for their course or ancillary academic costs.

5.13.

Persons who hold office in the Students' Union and are not otherwise registered as students shall be required to register as full-time occasional students, without fee, during their period of office and will abide by the Charter, Statutes, Ordinances and Regulations of the University.

5.14.

Former students who have withdrawn permanently or been required to withdraw permanently or been deemed to have withdrawn permanently from the University will be considered for readmission to a programme of study in line with the University's [Procedure for Handling Requests from Former Students for Readmission to the University](#). Where a student has been de-registered automatically under 5.27, then their readmission would first be considered under [5.28](#).

Postgraduate Research students only

5.15.

Students who have completed the standard period of study prescribed by the Senate for the programme which they are following and who are required under Regulations or rules to register and pay a continuation fee are required to register each period as continuation students and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Students who, by the end of the specified period have not presented themselves for examination, fail to pay, or make acceptable arrangements to pay, the appropriate completion fee shall be deemed to have withdrawn permanently from the University and from their research degree and shall thereupon cease to be students of the University.

5.16.

Completion students must present themselves for examination by the end of the approved completion period (including the relevant vacation period). Where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline they may request an extension to their submission deadline of up to two weeks without having to register for the next term or pay the prescribed fee for that period. Requests for an extension must be made in advance of the existing deadline. Students who fail to present themselves for

examination by the deadline shall be deemed to have withdrawn permanently from the University and from their research degree unless they are permitted an extension for which they must register and pay the prescribed fee for that period.

5.17.

Other cases which are not governed by Regulation 5.16 where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline will be considered by the Executive Dean or their deputy on a case-by-case basis.

Temporary Withdrawal (Intermission)

5.18.

Permission may be given to students to withdraw temporarily (intermit) from the University during their programme of study with a view to returning at a later date. Students must make a written application to their Department and must give acceptable reasons for their request. The Head of the student's department, or their nominee, will consider the request and come to a decision whether or not to give permission to the student to intermit from the University. In some cases, the Head/nominee may refer the request to the Executive Dean or their deputy who will make a decision whether or not to give permission to intermit. The Head/nominee or Executive Dean or their deputy may prescribe conditions which shall be fulfilled before the student may resume their programme of study.

If permission is given, the student will be registered as an intermitting student for the whole of the period of their absence, and will comply with the Charter, Statutes, Ordinances and Regulations of the University.

An intermitting student may be required to pay an appropriate fee as determined from time to time by the University.

All students are required to re-register upon return to the University following a period of intermission. Students who fail to do so within 28 days will be deemed to have withdrawn permanently and may be re-admitted only with the permission of the Academic Registrar.

Special procedures apply to students applying to intermit after the sixth week of the Spring term (ie week 21) of a final year undergraduate course or week 30 in the first and second year of an undergraduate course (see Regulation 5.19).

A research student may apply for a period of intermission at any point during their standard period; however periods of intermission will be linked to the University's term dates. During the completion period, requests for intermission will normally only be approved on medical grounds and other exceptional circumstances.

5.19.

Students following a final year undergraduate course will be permitted to intermit from the University only if the request has been made to the relevant Head of Department, or nominee or the Executive Dean or their deputy, before the Monday of the sixth week of the Spring term (ie week 21) in the year in question. The final deadline to request permission to intermit in the first and second years is 4pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). Exceptionally the Executive Dean or their deputy may approve requests after this date. If permission is given, [regulation 5.18](#) above applies.

If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way (see also [Regulation 6.27](#) (.pdf) relating to the award of aegrotat degrees).

5.20.

(a) Taught

A student who is permitted or required to intermit from the University is not entitled to attend any teaching and is not expected to be present at the University. Students' computing accounts will remain active throughout the intermission period. Limited library borrowing rights are available.

(b) **Research**

A student who is permitted or required to intermit from the University shall receive no supervision and is not entitled to attend any modules or training events, and is not expected to be present at the University. Students' computing accounts will remain active throughout the intermission period. In the term prior to returning from intermission, limited library borrowing rights are available.

Note: All decisions to grant intermission are governed by a set of guidelines that are published by the Academic Section.

5.21.

In order to be and remain enrolled at the University any student that is subject to an immigration requirement must regulate their immigration status by adhering to the requirements of their visa, leave to remain or other immigration status.

5.22.

It is noted that the student has accepted the personal responsibility to adhere to those requirements by accepting the visa, leave to remain or other immigration status. The University has an obligation to report to the Home Office where a student fails to adhere to those requirements.

5.23.

The University reserves the right to withdraw immigration sponsorship and/or de-register a student subject to immigration control who fails to adhere to the immigration requirements of their visa, leave to remain or other immigration status or where a student seeks to (or unintentionally) undermine(s) the University's obligations in respect of the UK immigration system.

5.24.

At the discretion of the Academic Registrar or nominee a student who is not able to present all the required immigration and associated documentation or evidence and is able to evidence that they are reasonably attempting to provide that information may be able to 'register with conditions'. Such registration may not last longer than 28 days from the date of expected registration or to the limits required by our obligations as an immigration sponsor or to a limit up to 28 days as specified by the Academic Registrar or nominee. Written notification of the conditions shall be provided to the student and this shall include the date by which termination of registration with conditions is automatic.

5.25.

Registration with conditions shall be deemed to terminate upon expiration of the time limit or where a student fails to present themselves to the Academic Registrar or nominee within 24 hours of being requested to do so or at the request of the student should they wish to withdraw from the University. There is no right of appeal against automatic termination. Where a student demonstrates they have met the conditions then the Academic Registrar or nominee shall alter their registration accordingly.

5.26.

By registering with conditions a student shall have all the normal rights, responsibilities and privileges afforded to every registered student save the right to intermit or change their programme of study. Notwithstanding those rights, the termination of registration will proceed in line with 5.25 above.

5.27.

Where the University record for an individual student indicates that the student has not presented to the Academic Registrar or nominee:

- (a) a current valid passport for the period of study
- (b) a current valid Biometric Residence Permit, visa or similar as required for the period of study
- (c) current valid UK contact details for the period of study

or where the record indicates that:

(d) their residence in the UK is unlawful or contrary to our obligations as a sponsor, then the student shall be deemed to have withdrawn immediately. The student shall be notified of this in writing without delay.

5.28.

Where a student that has deemed to have withdrawn under 5.27 subsequently presents the required evidence within a period of 14 days from the date of withdrawal then provided there are no concerns in relation to their academic progression, discipline, debt or restrictions imposed by their immigration status the Academic Registrar or nominee may exercise discretion to reinstate their registration. Should concerns be evident then their readmission shall be considered in line with the *Procedure for Handling Requests from Former Students for Readmission to the University* in line with 5.14 above.

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