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2	07 Feb 2018	Debbie Toseland/Amanda Crowle		Initial Creation – DRAFT stage

Higher Education Resuming Study Procedure

1. Purpose

- 1.1 To confirm the enrolment process for students wishing to resume studying their Office for Students designated programme, after being on suspension.

2. Applies to

- 2.1 Higher Education Students resuming studies onto an Office for Students designated programme, after being on suspension.
- 2.2 This procedure does not apply to students who previously withdrew from an Office for Students designated programme and wish to resume. These students are classed as new enrolments and are covered in the HE Enrolment Procedure.

3. Responsibility

3.1 Programme Managers (PMs):

- a. Contacting the student prior to the 'Agreed Date of Return' to confirm their intention to return to the programme.
- b. **Completing a HE Resuming Study Form** and submitting it to the Site Administration Office before the start of the academic year in which they wish to re-enrol.

3.2 Site Administrator Offices:

- a. Notifying the Programme Manager of students who are nearing their 'Agreed Date of Return'.
- b. Contacting students to arrange re-enrolment.
- c. Pre-enrolling the student onto the correct programme code and keying the correct fee.
- d. Pre-printing the enrolment form and relevant documentation, as detailed in the HE Enrolment Procedure.
- e. Ensuring any outstanding fees are paid prior to re-enrolment.
- f. Co-ordinating the collection of fees at enrolment.

3.3 Site Administration Office:

- a. Checking the enrolment forms are fully completed (any incomplete forms should be returned to the PM).
- b. Keying enrolments in accordance with relevant HE Keying Notes produced by IMDS.
- c. Sending a copy of the enrolment form to the relevant HE Assistant Registrar (HEAR).
- d. Retaining the original enrolment form in accordance with the data protection

guidelines.

- 3.4 **HE Assistant Registrar (HEAR):** for completing an enrolment coversheet and sending this to the relevant Awarding Body.

4. Principles of Resuming Study

- 4.1 Students who resume modules they were previously required to repeat will retain their repeat status. A repeat student will carry forward the number of attempts they have already had at the failed modules regardless of whether they replace a failed module with a different module.
- 4.2 Students may study a maximum of 140 credits per academic year.
- 4.3 Any applications for Accredited Prior Learning (APL) must be agreed prior to enrolment, as per the APL procedure.
- 4.4 In order to be classed as full time, students must attend for at least 24 weeks per year, be studying 21 hours a week for their year of study **and** are being charged a full time fee for the year (even it is waived for some individuals). 'Study time' in UK HE includes direct contact as well as time spent on assessment and directed study.
- 4.5 Except for sandwich years, part time learners are those who do not meet the full time criteria. This includes Higher National Certificate (HNC) students who are expected to complete in one year, but whose programme is not subject to regulated fees. Please note, all of TCCG one year HNCs are subject to regulated fees and are therefore classed as full time.
- 4.6 Part time students in receipt of full time student support may occur where the year of programme of study does not meet the HEIFES attendance requirement to be full time, but where the student is nevertheless still subject to full time regulated fees and maintenance loans/grants.

If a student was enrolled on a designated full time programme prior to suspension, but they were not required to study 24 weeks or more within the academic year they resume, they would be classed as part time. However, as they would still be subject to full time regulated fees and maintenance loans/grants, these students would not be enrolled on a part time programme code. They would be enrolled on the full time programme with which they would now be completing.

5. Processes and documentation

RE-ENROLMENT PROCESS

- a. Site Administration Office to pre-enrol the learner onto the correct programme offering and key the fees.
- b. Site Administration Office to pre-print their re-enrolment forms and check for accuracy prior to re-enrolment.
- c. Site Administration Office to send re-enrolment forms to PMs prior to re-enrolment days. Please note that if a student has outstanding fees their re-enrolment form will

be retained by the Site Administration Office, as per the 'Outstanding Fees and Deregistration' procedure.

- d. PM to ensure all students complete the re-enrolment form in full. Accurate module choices must be indicated on the form and be agreed by the PM.
- e. PM to return re-enrolment forms to the Site Administration Office within one week of re-enrolment.
- f. Site Administration Office to key the re-enrolment onto ProSolution and send a copy of the enrolment form to the CHEAR by either 30th September, or within two weeks of the start date of the programme, whichever is sooner. Any incomplete re-enrolment forms must be sent back to the PM before being keyed onto ProSolution.

LATE ENROLMENTS

The enrolment dates are arranged by the Site Administration Office. Late enrolments are learners that wish to enrol onto a HE programme after these planned dates. Late enrolments must be agreed and finalised by 31st October.

Students wishing to enrol after 31st October will not be permitted and should apply through UCAS for the next academic year.

As late enrolments are high risk, if the PM agrees the late enrolment, they must notify the student in writing that they will not be able to use this as the basis for an extenuating circumstances claim or appeal.

CONTRACTUAL RELATIONSHIP WITH STUDENTS

Signed enrolment documents are educational contracts made by the College with its students, and are necessary to meet internal and external requirements. Great care must therefore be taken to ensure their accuracy and completeness.

ENROLMENT DOCUMENTS

A3 Plymouth Re-Enrolment Forms – to be used for all for all Plymouth University students entering their second or subsequent year of study on the same programme. These can be pre-printed from ProSolution. Blank forms should only be used in exceptional circumstances.

Plagiarism Consent Form – this will be sent to Site Administration Office as part of the enrolment pack.

HE Keying Notes – this will be sent to Site Administration Office as part of the enrolment pack, but can be requested from IMDS.

6. Related documents and data

ProSolution

HE Outstanding Fees and De-Registration Procedure

HE Repeating Study Procedure

Determination of Higher Education Programme Fees