

SCOT Chapter 1 - Entry, registration and student status V.1

1. Regulations

- 1.1. All students (including all diploma, advanced diploma, higher national diploma and undergraduate, those attending for approved short courses and those attending University programmes in the **institute**) will be subject to the Regulations of the institute in force at any time during the period of their studies. These Regulations are available via the Internet on (**weblink**) and in hard copy on request during office hours from Faculty Office and Student and Academic Services unit.
- 1.2. All students are subject to established procedures for academic assessment and progression, variation of their registration status, exclusion on academic grounds, and to the rules and procedures relating to disciplinary offences as determined by the Board of Admissions, Board of Academics and Board of Exams.

2. Registration

2.1. Minimum age for applicants

There is no minimum or maximum age requirement for applicants to Institute programmes. Applicants will normally be aged 18 years or reach 18 within the year of enrolment.

2.2. Legal right of residence

The Institute reserves the right to refuse acceptance or registration to a candidate for admission where the Institute is aware that the candidate has no current legal right of residence in the country where the candidate would be undertaking studies. Institute reserves the right to defer acceptance or registration while it undertakes enquiries to verify the legal status of the candidate.

2.3. Student Registration card

In order to be recognised as a student of the Institute, a person must obtain a student registration card, which bears his or her official student registration number. This card cannot be issued until the prospective student has completed enrolment/registration process. The card remains the property of the Institute, must be carried at all times whilst on Institute premises, and must be surrendered to any staff member of the Institute on request. Students found in possession of an ID card that does not belong to them, will have the card confiscated and they (and the card owner) could be subject to disciplinary proceedings.

2.4. Payment of fees

No person shall be recognised as a student of the University until s/he has paid the appropriate enrollment fees or made arrangements for payment acceptable to the Institute.

2.5. Criminal Convictions

- 2.5.1. The policy of the Institute is that no person is discriminated against, either directly or indirectly, on the grounds of their offending background. A criminal record will not automatically prevent an applicant from taking a place.
 - 2.5.2. The Institute reserves the right to undertake a risk assessment for the safety of all staff and students, when considering the admission of any applicant who has previously committed a serious offence involving violence against another person or the misuse of illegal drugs.
- 2.6. Family members who are University staff
 - 2.6.1. The Institute prohibits direct teaching, examining or supervising of one family member by another. Whilst there is an expectation that the member of staff will ensure the Institute is aware of any such cases, students also have a responsibility to inform their Program Leader (Academic) or Registrar (Administration) if this situation arises.
 - 2.6.2. If a student is aware that any member of their family is, or becomes, a member of Professional Services (i.e. non-academic) staff they must inform the Head of Student and Academic Services who will ensure appropriate measures are in place to protect confidentiality and integrity of data.
- 2.7. Untrue statements and omissions

The discovery, however belated, of any form of fraudulent, untrue or misleading statement or one which omits pertinent facts (e.g. an unspent criminal conviction) on an application, declaration or registration form or made during the application process or at interview, or failure to fulfil any registration or enrolment requirements (e.g. failure to provide original examination certificates or to apply for a Disclosure and Barring Service disclosure) will lead to an immediate withdrawal of any offer of a place.
- 2.8. Where the applicant has already registered as a student of the Institute, the Registrar/ Head of Student and Academic Services may declare the registration void, in which case the student shall be withdrawn from the Institute.
- 2.9. In such cases, the former applicant or student may present any explanation or observations to the Director SCOT in writing within 14 days of the date on which the Registrar posted the letter notifying the student of withdrawal of registration. On receipt of such written representation, the Director SCOT will review the action taken by the Registrar. The decision of the Director SCOT shall be final and not subject to review by any other University body.
- 2.10. Where, in accordance with this regulation, the offer of a place has been withdrawn or a student's registration has been declared void, that person will not normally be eligible to gain readmission to the Institute at any time in the future.
- 2.11. Students in paid employment

Students should note that they will be personally responsible for ensuring that their academic work is not disadvantaged by any paid employment. Students are advised that full-time employment is not consistent with the requirements of full-time study. Employment in excess of 15 hours per week is likely to be detrimental to academic achievement and the health and wellbeing of the student.

- 2.12. No student registered on an institute's programme should present commitment to paid employment as extenuating circumstances in requesting deferral of an assessment or in appealing against an assessment board decision.
 - 2.13. **Student address and changes of address**
Completion of registration for an academic year requires notification by each student of his/her home address and local residential address where appropriate. All students must therefore confirm this information at the start of every academic year. In addition, for registration in a current academic year to remain valid, a student must notify the Institute of any change(s) in local or permanent home address(es) from those given on his/her enrolment form, within 7 days of any change has been effected.
 - 2.14. **Student name and change of name**
Applicants must apply using their name as it appears on their birth certificate or passport unless they can provide suitable evidence that their name has been formally changed (for example by marriage, divorce or statutory declaration). This name must be shown on the student's enrolment form. All official documentation, including final award certificates, will be provided under the name that the student declared on their enrolment form. The Institute is not able to produce documentation in any other name, including any name change which occurs after the student has graduated or otherwise left the Institute.
3. **Variation to registration status**
 - 3.1. The registration of a student can be terminated or suspended as an outcome of failure in assessment, as an outcome of a disciplinary hearing, as the outcome of an academic offence hearing, as a result of failure to pay outstanding debts or persistent absence from the University.
 - 3.2. Additionally, the designated senior member of staff has the power to immediately suspend a student from the Institute, or to exclude the student from particular facilities, or to require that the student have no contact with a named person or persons, or otherwise to vary the conditions of study and attendance of a student, if there is good and sufficient cause. (See Chapter 2: Student Discipline and Chapter 3: Provision for students whose behaviour causes concern).
4. **Attendance and absence**
 - 4.1. **Monitoring attendance**

Students are expected to attend all scheduled activities within their programme. Students with a poor attendance record will be notified by the relevant programme leader.

- 4.2. Institute will monitor other forms of academic engagement including but not limited to Blackboard activity and Library visits.
 - 4.3. For further information please refer to the University's student attendance monitoring policy, Annex 1 to this chapter.
 - 4.4. **Absence**
Students must not be absent from the Institute without good cause. For absences due to illness, lasting up to six consecutive calendar days, students must inform Teaching Assistants/ Academic Administration Executives, whose classes they are missing, of the reasons for their absence. For absences of seven consecutive days or more due to illness a medical certificate must be submitted to the Faculty Office responsible for the student's programme. If the student wishes the illness to be taken into account in relation to an assessment of work, s/he must follow the procedures set out in Chapter 5 of these Regulations.
 - 4.5. **Extended leave of absence**
When extended leave of absence is requested for any purpose, except special study (which may be approved as part of the programme), a student must approach the appropriate Programme manager.
 - 4.6. **Withdrawal**
A student who decides to withdraw from a programme must inform his or her Programme manager in writing, clearly stating the date on which they wish to withdraw. In exceptional circumstances the Institute may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practice or academic offence investigation and panel hearing.
 - 4.7. Students requesting absence from lectures and other academic activities should note that they will be personally responsible for ensuring that they are not disadvantaged by such an absence and will take personal responsibility for making good their inability to be present at lectures etc
 - 4.8. Professional obligations within programmes cannot be compromised and the final decision in these situations rests with the Programme Leader (or supervisor in the case of research students).
5. **Payment of fees and other commitments**

- 5.1. Students' responsibility
Students are responsible for the payment of the following fees for each session, and payment is due at the start of session:
- Course fee
 - Programme registration fee, where applicable
 - Programme examination fee, where specified.
- Students may be allowed to pay their fees by instalments in accordance with such procedures as are notified.
- 5.2. Temporary registration
The Executive Director of Student and Academic Services/ Registrar has discretion to allow a person who has not yet paid the fees, or made arrangements for payment acceptable to the Institute, or who has any other debt to the Institute, to attend a programme for a temporary period. Such persons are, for the temporary period, subject to the same rules and regulations as apply to fully registered students. If these persons have not paid their fees or other debts by the end of the temporary period, their registration shall be declared void.
- 5.3. The assessment results of students who owe tuition fees will be given on the standard notification form, endorsed with a statement that the student is in debt to the Institute.
- 5.4. Academic awards shall not be conferred upon students who owe tuition fees.
- 5.5. The Institute will not provide references, confirmation of award and/or achievement, transcripts or certificates or verification of true copy documents for students with tuition fee debts or for those who have been expelled from the University for non-payment of tuition fees.
- 5.6. After due warning, the registration of students who have failed to pay tuition fees shall be declared void by the Registrar , acting on behalf of the Director SCOT.
- 5.7. Examinations
Some examinations have specific entry and/or fee requirements over and above the Institute registration processes described above. In such cases, it is the responsibility of each student to submit completed examination entry forms and make the said payments by the due date in accordance with official notices.
- 5.8. Replacement certificates and transcripts
The Institute/ Qualification Awarding Body makes an administrative charge for providing certified true copy replacement award certificates and transcripts.