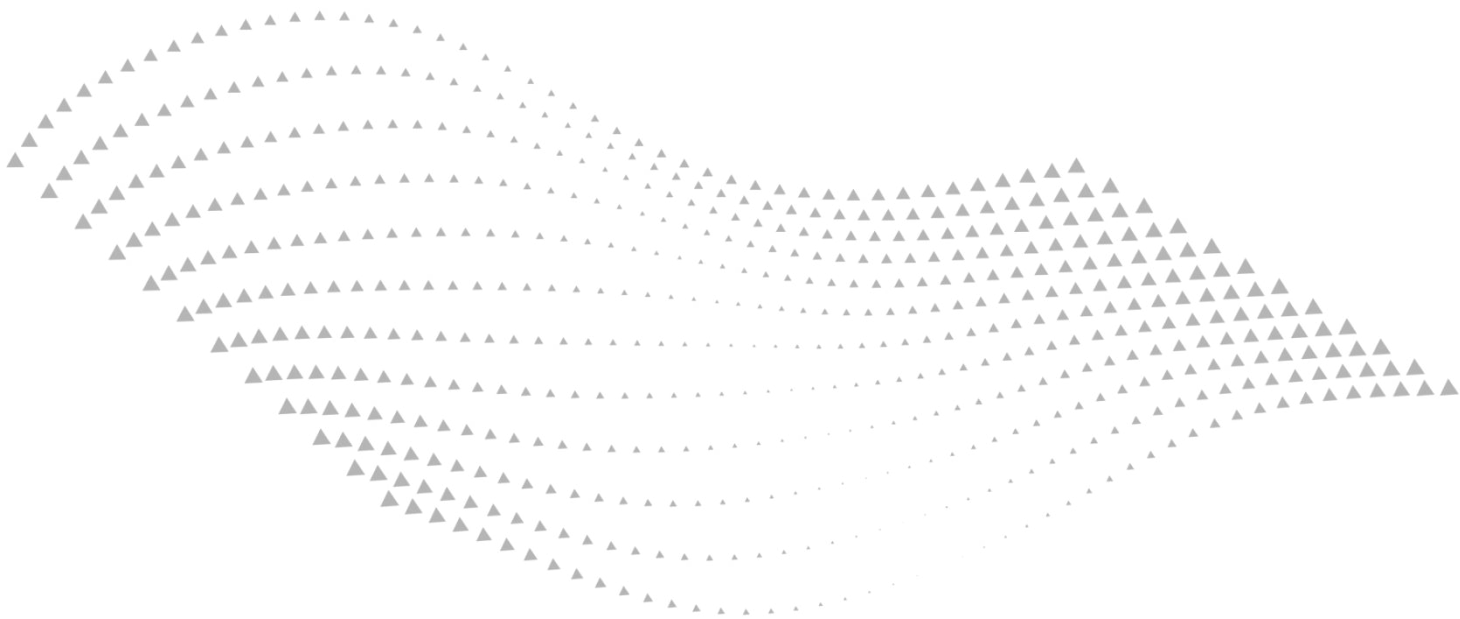


BIMM
UNIVERSITY

A university
for the creative
industries

Higher Education Student Registration and Enrolment Policy



Last approved: July 2023

Approved by: Academic Board

Next review due: September 2026

Contents:

1. Introduction	2
1.2. Enrolment & Re-enrolment	2
1.3. Concurrent Study	3
1.4. Student ID Cards	3
1.5. Course Transfers	3
1.6. Modes of Study	4
2. Deferral, Intermission & Withdrawal	4
2.1. Deferral	4
2.2. Intermission	4
2.3. Process for the Deferral or Intermission	5
2.4. Status of Deferred or Intermitted Students	6
2.5. Student-Initiated Withdrawal	6
2.6. University-Initiated Withdrawal	6
2.7. Consequences of Withdrawal	7

1. Introduction

- 1.1.1. This policy sets out the rules for all students registered on Higher Education courses at BIMM University, and Academic Board is responsible for its maintenance. These rules apply to all students enrolled on courses leading to a BIMM University award, including courses delivered under franchise provision.
- 1.1.2. The University reviews and reserves the right to amend this policy annually in preparation for the next Academic Year. Such changes will be made in response to national quality and standard frameworks or when they benefit students.
- 1.1.3. At BIMM University, **registration** means that a student record has been created for you, and you are a student of BIMM University.
- 1.1.4. At BIMM University, **enrolment** means that you have been added to a cohort of students on a specific course at BIMM University.

1.2. Enrolment & Re-enrolment

- 1.2.1. To apply for an undergraduate course, you should demonstrate a broad general education, including acceptable literacy levels equivalent to at least grade C or 4 in GCSE English Language. You should typically also have a minimum of two full A-level passes or a full pass in a Level 3 BTEC National Diploma (e.g., PP) or Level 3 BTEC Extended Diploma (e.g., PPP) or equivalent.
- 1.2.2. To apply for postgraduate courses at the University, you will typically be expected to have an undergraduate degree at 2:2 (or equivalent) or above or significant professional experience.
- 1.2.3. You must enrol with the University at the beginning of your studies and re-enrol at the beginning of each following academic year of your course.
- 1.2.4. Entry requirements are included in the course specification and on the University websites.
- 1.2.5. The University's policy on the [Recognition of Prior Practice](#) (RPP) provides a route by which undergraduate applicants can be exempted from particular entry requirements. In addition, we have an equivalent [Recognition of Prior Certified & Experiential Learning Policy & Procedure for postgraduate students](#).
- 1.2.6. Your name recorded at registration and enrolment will be your name as it appears on any official documents, such as your passport, birth certificate or driving licence.
- 1.2.7. For international students and others subject to UK immigration rules, it is a legal requirement that the University registers you as named in your passport.
- 1.2.8. All letters, transcripts, certificates and awards shall be issued in the name under which you are enrolled. In addition, the University will require you to provide documentary evidence of identity upon initial enrolment, which may be required in advance.
- 1.2.9. Any request to record a name change must be made in writing or by any other valid means and supported by appropriate documentary evidence. The University shall not issue revised documents for those who change their names after receiving an award, except where there has been an administrative error or following gender transition. In all cases, original copies must be returned to the University before a replacement can be issued.
- 1.2.10. You must notify the University of your permanent home and term-time addresses upon enrolment and inform the University in writing of any subsequent address changes.

- 1.2.11. You may not attend classes or use University facilities if you have not enrolled. If you do not complete re-enrolment or do not produce the documents, we ask you to provide for enrolment by specified deadlines, you may be withdrawn from your course at the University.
- 1.2.12. In exceptional circumstances, you may be registered for a course of study but not enrolled (usually where you have deferred or intermitted). Once you are de-registered, you will also be unenrolled.
- 1.2.13. You cannot enrol on the same level of study more than twice, even if you have transferred from another course within the University.
- 1.2.14. You may only repeat a level where it has previously been failed, except where you opt to withdraw and re-apply to start a different course of study. If an exit award was made, no credit may be carried over, no assessments may be resubmitted, and any common modules already passed must be completed again. However, credit for common modules may be carried over if an exit award was not made. In both situations, you will have a status of Level Repeat.

1.3. Concurrent Study

- 1.3.1. If you are currently registered for one full-time qualification of the University, you may not also be registered for another full-time degree, diploma or certificate, either at BIMM University or any other institution.

1.4. Student ID Cards

- 1.4.1. Upon enrolment, you will be issued a Student ID Card with a photograph showing your full head and face. There shall be no head covering in the picture unless worn for cultural, religious or medical reasons.
- 1.4.2. You should carry your ID Card at all times when on University premises or when participating in off-site activities of the University. Without your ID Card or other formal identification, you may not be admitted.

1.5. Course Transfers

- 1.5.1. Once enrolled, you may request to transfer to a different course of study within the same Faculty within the University, or to another Faculty but submitting such a request does not guarantee that a transfer will be granted. The following principles apply to all course transfers:
 - a) Entry requirements for the 'new' course must be met.
 - b) Transfers must comply with the permitted course transfer routes and deadlines, as detailed in the University's [HE Course Transfer Policy & Procedure](#).
 - c) The availability of places on the 'new' course cannot be guaranteed.
 - d) You should refer to your Course Leader for advice on any implications of changing the course of study to your funding.
 - e) Before requesting a transfer, international students must check with the University's Immigration and Compliance Team for guidance on their visa status and UKVI compliance.
 - f) You may only transfer course once throughout your University registration.
- 1.5.2. The relevant Course Leaders shall consider all transfer requests, considering these

principles and your academic achievement.

1.6. Modes of Study

- 1.6.1. Once enrolled with the University, you must undertake the course following the specified mode of study. A mode change is permissible where appropriate and available on a particular course of study. The following modes of study apply:
- a) Full-time.
 - b) Part-time.
- 1.6.2. Where a change of mode is available on an undergraduate course of study, students may request to change mode between levels of study only up until the start of the final year of that course.
- 1.6.3. Where a change of mode is available on a postgraduate course of study, students may request to change mode between trimesters until the start of the final trimester of that course. Where such requests are approved, and a student has outstanding Retrievals on modules from the previous trimester, they must be completed as normal.
- 1.6.4. You should speak to your Course Leader regarding any implications of a change of mode of study to your funding.

2. Deferral, Intermission & Withdrawal

2.1. Deferral

- 2.1.1. Deferral is where you opt to take a year out of your studies. A period of deferral is a temporary postponement of your studies from the end of one academic year to the beginning of another.
- 2.1.2. If you wish to defer, you must submit your request before the close of enrolments at the end of week three in the first semester/trimester.

2.2. Intermission

- 2.2.1. Intermission is available when you cannot complete a semester/trimester or year of study due to circumstances beyond your control. A period of intermission is a temporary postponement of studies from an agreed point in one academic year to (usually) the start of the same semester/trimester in the next.
- 2.2.2. Where you choose to intermit having completed some assessments on a module, the marks awarded will be retained on your student record for your return. Additional attempts at assessment previously attempted will not be permitted unless a mitigation claim for impairment is upheld.
- 2.2.3. Examples of circumstances that could be grounds for intermission include the following:
- a) physical or mental ill-health;
 - b) severe financial hardship;
 - c) emotional/personal difficulties, e.g., bereavement;
 - d) where a student's disability comes to light for the first time at the assessment;
 - e) unavoidable absence from the University, e.g., requirements of an employer;
 - f) unavoidable absence from domicile, e.g., eviction;

- g) loss of immigration status;
 - h) inability to meet progression requirements before the start of the academic year due to having incomplete Retrievals on more than one module;
 - i) other serious circumstances which the student could not foresee.
- 2.2.4. The circumstances surrounding your intermission request are confidential, though documentary evidence may be required to support such requests.
- 2.2.5. Situations where you cannot attend lessons or submit to assessment but will be able to submit at the next assessment point, are covered by the [Exceptional Circumstances Policy](#).
- 2.2.6. If you intermit, you will be required to complete re-enrolment at the start of the next academic year, even when your agreed return date is later in that academic year.
- 2.2.7. If you fail to return to your course at the end of the agreed period of deferral or intermission, you may be withdrawn and, where applicable, receive an exit award. If you subsequently wish to return to complete your course, you will need to apply for [Recognition of Prior Learning](#).

2.3. Process for the Deferral or Intermission

- 2.3.1. You may intermit your course at any time after the end of the enrolment period at the start of an academic year (week three) and before the last five weeks of the academic year, with the following consequences:
- a) The result for any module or assessment – either pass or fail – that has been completed will be retained.
 - b) You will need to re-enrol on any incomplete modules upon your return but will not be charged again for those modules, and the assessments will not count as a Retrieval or be capped.
- 2.3.2. If you are a student in a part-time mode of an MA course, you may intermit at any time after the end of the enrolment period at the start of an academic year (week three) and before the last five weeks of the course. Deferral is not available to such students, as the two years of study equate to a single level, so intermission should be used instead.
- 2.3.3. If you have a Student Visa, you may defer or intermit, but in most cases, your visa will be curtailed, and you will have to return to your home country. A new visa application must be obtained for you to return to study in the UK.
- 2.3.4. Where a deferral or intermission request is approved, the Course Leader must ensure that a return date is agreed upon and the Deferral/Intermission Form is completed and sent to Academic Services for processing.
- 2.3.5. You should seek advice from your Course Leader on the implications of deferral or intermission of your studies on your student loan and finances, and, where applicable, the relevant funding body or other agencies (e.g., SLC, UKVI etc.) will be notified.
- 2.3.6. If you have deferred or intermitted, your final award will be classified following the weighting scheme and assessment criteria which relate to the year in which you are finally assessed and classified for the award, and not the scheme in operation when you initially registered on the course.
- 2.3.7. Deferral or intermission will initially only be permitted for a maximum period of twelve months. If you are subsequently prevented from returning to your studies by the agreed return date due to personal/mitigating circumstances, you must formally request an extension of their deferral or intermission. Such requests must be made before the

agreed return date, accompanied by documentary evidence of personal/mitigating circumstances, and will require approval by the Dean of Faculty. The University reserves the right to reassess your case before readmitting you to your course if approved. This will ensure any unforeseen circumstances, such as changes to the course structure, will not hinder the successful completion of your course.

2.4. Status of Deferred or Intermitted Students

2.4.1. If you defer or intermit, you are taking time out from your course, intending to return at the next available opportunity. Whilst deferred or intermitted, you will not usually qualify for loan funding or council tax exemption, but you will still be considered a student of the University. However, you will not be permitted to use University facilities except in the following cases:

- a) Where intermission has been necessary to complete assessments due to mitigating circumstances being approved.
- b) If you intermit and have outstanding mitigated first attempts or Retrievals, you may opt to engage with those assessments while on intermission.

2.5. Student-Initiated Withdrawal

2.5.1. You may initiate a withdrawal at any time during your University registration.

2.5.2. As an integral part of the process, you must seek advice from your Course Leader, who can offer confidential support and advice on the financial implications of withdrawing from your programme of study.

2.5.3. Upon completing a Withdrawal Form, your withdrawal shall be processed, and, where applicable, the relevant funding body or other agencies (e.g., SLC, UKVI etc.) will be notified.

2.5.4. When you withdraw, you are leaving your course altogether, with no intention of returning later.

2.5.5. Once you have withdrawn, you will no longer be considered a student of the University. If you decide later to re-apply to study at the University, you must apply via the [Recognition of Prior Learning](#) route and return the certificate received for any exit award made following withdrawal. In such cases, re-admission onto a course will be conditional on you being able to complete the course within the maximum registration period.

2.6. University-Initiated Withdrawal

2.6.1. The University may decide to withdraw a student for a range of reasons, including (but not limited to):

- a) Failure to progress (withdrawal on academic grounds).
- b) Non-attendance/non-submission.
- c) Failure to return from a period of deferral.
- d) Failure to return from a period of intermission.
- e) Failure to return from a period of suspension.
- f) Expiration of the maximum period of registration.
- g) Following the outcome of student disciplinary procedures.

- h) Failure to respond to the advice of a Fitness to Study Panel.
- i) Failure to (re-)enrol.
- j) Non-payment of tuition fees.
- k) Breaching the conditions of a Student Visa.
- l) Expiration of a Student Visa.

2.6.2. The decision to withdraw a student will be based on evidence in one or more of the above categories. It will be processed in line with the appropriate University policy or procedure.

2.7. Consequences of Withdrawal

- 2.7.1. A student is withdrawn from their programme of study with the following consequences:
- a) Terminating their enrolment, and they shall no longer be a student of the University.
 - b) The University will duly process records, and external bodies or other agencies (e.g., SLC, UKVI etc.), will be notified. For the student record, the withdrawal date will be the same as when the decision to withdraw is made unless evidence is readily available to confirm an earlier date.
 - c) Students must refer to their Course Leader for advice on the implications of withdrawing from their studies on their student loan and finances.
- 2.7.2. A student may appeal against the decision to withdraw from a course, if they meet the conditions outlined in the University's [HE Appeals Procedure](#).