
Title: Enrolment Policy 2015/16

1. Definitions

- 1.1 Enrolment is the University of Southampton's process through which students formally agree annually to abide by the Charter, Statute and Regulations and become a student member of the University in whole or in part of the academic year.
- 1.2 The term 'student' in this policy encompasses any individual eligible to participate in a University programme of study. This includes:
- Full-time students on all campuses
 - Full-time students at a distance including placement or exchange arrangements
 - Part-time students on all campuses,
 - Part-time students at a distance including placement or exchange arrangements
 - Staff undertaking a student programme
 - Students studying for a University of Southampton award at the campus of a partner institution

2. Aims

- 2.1 The policy ensures that all students enrol as members of the university in order to have full access to the full range of University academic facilities and support mechanisms;
- 2.1.1 including coverage by the University's third party liability insurance and the University's Health & Safety Policy
- 2.1.2 ensuring that the University is fully compliant with the requirements of its external stakeholders, professional, statutory & regulatory bodies. e.g. Higher Education Funding Council for England, Student Loans Company, UK Visas and Immigration. The University's fee income (paid by students and/or their financial sponsors) depends directly on students' timely enrolment
- 2.1.3 ensuring that the University is fully compliant with the requirements of a licensed sponsor to report to UK Visas and Immigration any students in the UK by virtue of a student or visitor visa who have not enrolled within the enrolment period
- 2.1.4 ensuring that the University is fully compliant with the requirements of the Data Protection 1998 for the processing of personal data as described in the Enrolment Declaration which is available [here](#) and the University Data Protection Policy which is available [here](#).
- 2.2 A student must be enrolled each year in order:
- to participate in any programme of study, including all clinical and vocational placements, lab work and field work;
 - to receive marks and credit for assessments, as well as be eligible for the award of credit, certification, diploma or degree;
 - to be eligible for Council Tax exemption (full time students only);
 - to be eligible to live in University halls of residence;
 - to comply with terms of Tier 4 visa regulations (as appropriate)
 - to receive Student Loan Company maintenance or Research studentship funds
 - to receive and retain their Student ID card.
- 2.3 From a student perspective it is at Enrolment that the student enters a contract regarding educational services and terms and conditions, agrees to pay their fees, and verifies and checks their key

personal information. Following Enrolment, new students will be advised that they have the Right to Cancel this contract within 14 days of enrolment without incurring any fees.

3. Timescales

- 3.1 The academic year runs from 1st August to 31st July each year. Online enrolment normally opens on the first working day of August.
- 3.2 The University requires **all** students who are eligible to enrol/re-enrol, to have completed the process **within seven days of re/commencement of their programme of study**. The University will deem withdrawn from their programme of study for students who remain unenrolled by the end of the Enrolment period, which is the end of the fourth week after the re/commencement date of their programme of study.

4. New Students

- 4.1 All new students are required to provide original documentation so that the University can verify:
- The student's identity via a security check against photographic documentary evidence
 - Their qualifications where these have NOT been verified directly by the UCAS admissions system or are not University of Southampton qualifications awarded since 2003.
- 4.2 New students are defined as students who are attending a programme of study for the first time. This will include:
- students on Foundation Year programmes
 - first year students except those repeating or progressing directly from the Foundation Year programmes
 - students starting a new level of study (e.g. undergraduate to post-graduate studies)
 - students who are direct entrants into a second or third year of study
 - students studying discrete modules (e.g. Continuing Professional Development)
- 4.3 Students who have an outstanding Tuition Fee debt to the University as a result of previous study, will not be able to enrol until they have either cleared the debt or, exceptionally, have agreed an appropriate repayment plan with Student Fees Office.

5. International students

- 5.1 All students requiring a visa to study in the United Kingdom must not currently be, nor have ever previously been, in the United Kingdom for any purpose without valid immigration permissions. If, either during the process of admitting a student or subsequent to that student enrolling upon their programme of study, the University is informed that the student is (or has previously been) in the United Kingdom without such valid permissions, it may be required to inform the immigration authorities and/or terminate the student's enrolment and/or withdraw sponsorship of the individual's visa.
- 5.2 Students requiring a visa to study in the United Kingdom will not be able to fully complete University enrolment until such time as their immigration status in the United Kingdom has been verified by a member of specifically-designated University of Southampton staff. This check will normally include reference to the individual's passport, visa (including visa vignettes), biometric residency permit, leave stamps, and other immigration documents as determined by the individual's specific immigration status.
- 5.3 Students requiring a visa to study in the United Kingdom will be able to enrol provisionally prior to their immigration status being checked as described in paragraph 6.2.
- 5.4 Students studying in the United Kingdom on any form of Tier 4 visa may work for a maximum of 20 hours per week during term-time. Any student exceeding this cap will be deemed to be in breach of their immigration conditions which may result in the withdrawal by the University of its immigration sponsorship of the individual. Term-time for postgraduate research students encompasses the whole of the academic year excluding those periods of annual leave (up to the maximum defined in the University Regulations) agreed in advance with his/her supervisor/supervisory team.

- 5.5 The University reserves the right to prevent any non-European Economic Area (EEA) student from enrolling fully before it has checked their immigration status by seeing the student's passport and their visa/biometric identity card, leave stamps or immigration status document and the student in person.
- 5.6 A non EEA student will be able to Provisionally enrol prior to their arrival at the University and prior to their attendance at a Registration event where their visa, passport and identity checks will take place.

6. Continuing Students

- 6.1 Continuing students are defined as those students who are continuing/progressing to study on the same programme or level of study. This includes students who are returning to the University after a period of suspended study at the start or part way through the academic year; those who are repeating a year internally; those who are undertaking a compulsory work placement as part of their programme of study; and those who are studying at an overseas institution as part of a year abroad.
- 6.2 Students who have an outstanding Tuition Fee debt to the University as a result of previous study, will not be able to re-enrol until they have either cleared the debt or, exceptionally, have agreed an appropriate repayment plan with Student Fees Office.
- 6.3 Postgraduate Research students on "Nominal Registration" and Postgraduate Taught students who are "Writing Up " their dissertation are **regarded as enrolled by the University of Southampton**, by virtue of their enrolment status.

7. Online enrolment

- 7.1 Students are expected to enrol online every academic year, updating their personal data and agreeing to the [Enrolment Declaration](#)
- 7.2 New students will need to create their University computing account through Subscribe before commencing enrolment
- 7.3 New students will be able to apply for their University ID card once they have enrolled or provisionally enrolled.

8. Paper Enrolment form

- 8.1 The University makes available a paper enrolment form which is only to be used in those circumstances where the individual is unable to complete the online enrolment. Such cases should be referred to the [Enrolment Helpline](#).

9.

Document Information	
Author	Student Records Manager
Owner (Committee)	AQSC
Approved Date	13 August 2015 by Alex Neill, PVC Education on behalf of AQSC
Last Revision	July 2015
Type of Document	Policy