General Student Regulations 2023-24  
Section 08 – Post-Enrolment Obligations

Owner: Dean of Students

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# Post-enrolment Obligations on the University

* 1. After a student has registered and enrolled the University shall:
     1. provide the student with the tuition and learning support associated with their Course with reasonable care and skill;
     2. make reasonable efforts to deliver the student’s Course as described in the relevant Course Handbook for the appropriate academic year; and
     3. Examine the student in accordance with the Academic Regulations and confer any awards to which they are entitled under the Academic Regulations

# Post-enrolment Obligations on Students

* 1. All students enrolled on a programme of study must
     1. Take responsibility for their own learning and make appropriate use of all the resources available;
     2. Pursue their studies diligently and not hinder the studies of others;
     3. Complete and submit any work to be assessed by the deadlines (subject to any revised deadlines agreed because of mitigating circumstances);
     4. Familiarise themselves with the academic conventions and requirements regarding plagiarism and other academic misconduct;
     5. Familiarise themselves and comply with relevant University policies, rules and regulations, including those relating to their programme of study and the award for which they are registered;
     6. Monitor their University provided email account and relevant notice boards for notices and University communications; and
     7. be aware of the Student Complaints Procedure and Student Conduct Policy and the circumstances in which they may be used, taking account of deadlines by which representations have to be made.

# Attendance

* 1. All students must attend all tuition (including all lectures, tutorials, seminars, supervisions, progress meetings) specified for their programme of study;
  2. Where a student is not able to attend tuition, they must request an authorised absence. Such a request will be considered by the student’s Course Leader, and if the student is on a student visa, the International Support and Compliance Team. Requests for authorised absences may be requested in case of:
     1. Illness or an emergency (personal or medical emergency). Students will have to notify their course leader and, if applicable, the International Support and Compliance Team by email, where possible before the lecture or seminar.
     2. Unforeseen circumstances (for example network disruptions). Students will have to notify their course leader and, if applicable, the International Support and Compliance Team by email as soon as they are able to.
  3. The Course Leader will assess the request for authorised absence and notify the student, and if applicable the International Support and Compliance Team, whether the request has been approved.
  4. Where the illness is related to an existing disability, it is also recommended that students seek the support of the University Disabilities and Dyslexia Service (DDS). Where a student is registered with the DDS, the student must notify their Disability Adviser to discuss any further reasonable adjustments.
  5. No authorised absence may exceed three weeks. If a student cannot attend for a period of more than three weeks, then a break in studies may be requested in accordance with Section 4 of the Academic Regulations.
  6. Students may have no more than three authorised absences per semester, per module.
  7. The International Support and Compliance Team may request evidence to support the student’s request.
  8. If a student does not attend all tuition and the absence is not authorised, the Dean of Students (or nominee) may terminate the student’s registration under Section 4 of the Academic Regulations;
  9. If a student does not attend all tuition for a module and the absence is not authorised then the Dean of Students (or nominee) may, at the request of Module Leader withdraw the student from that module.