

BPP University General Academic Regulations

Section C – Registration, Engagement, Progress and Conduct

1. Registration

- 1.1. **General Requirements:** Students must register at the start of each year of study, and this includes fulfilling the academic requirements relating to that programme of study and clearing any financial debts to the University. Sponsored Visa Students must also fulfil any specific registration requirements in relation to their Student Visa, and a Sponsored Visa Student's registration does not automatically grant the University's sponsorship under UK Visas and Immigration (UKVI) and Home Office regulations.
- 1.2. **Registration Deadlines, Temporary Registration, and Failure to Register:** Students are expected to complete the process of full registration by Week 10 of their programme of study. Students who have not completed the process of full registration will be considered as temporary registered. Failure to complete full registration within the specified time limit will result in termination of studies and students will need to make a new application for admission. Students will not be awarded credit until they have completed full registration.
- 1.3. **Fees:** Students are responsible for arranging the payment of fees upon registration, including continued adherence to any staged payment plan or arrangement for the duration of the agreement with the University. This forms as part of the student's financial registration with the University. [See University's Terms and Conditions](#).
- 1.4. **Simultaneous Programme Registration:** Students are not permitted to register simultaneously for more than one programme both at the University or another education provider without the permission of the relevant Dean of School. Where this is allowed there must be a compelling educational reason (e.g., it will support learning within the core programme of study at the University).
- 1.5. **Module Registration:** Students are required to meet the pre-requisites and/or co-requisites in order to register on a module of study. Students who do not meet the pre-requisites may be admitted provided they satisfy other conditions which are deemed by the Dean of School to qualify for studying the module. Students may not change modules for which they are registered without formal approval from the Award Lead.
- 1.6. **Attendance and Engagement:** Students are required to be in attendance at the University during the specified term dates as set down in the programme regulations. Students are also expected to meet the attendance and engagement requirements as stipulated in the Student Engagement, Attendance, and Academic Intervention Policy, and students are required to attend and engage with such academic and practical work and to perform such academic engagements as may be prescribed by the programme regulations. Where a student is going to be absent from compulsory components of their programmes (including assessment) they must follow the procedure as set down in the Student Engagement, Attendance, and Academic Intervention Policy.

- 1.7. **Learning Support:** The University is committed to supporting the principles of Equality and Diversity, consequently, students who have a disability and/or mental health condition, or who have additional learning support needs, then they should by the point of registration consult and act upon the relevant and applicable information as set down in the University's Learning Support, Disability Disclosure, and Wellbeing and Mental Health Policies. Following registration should a student's status change whereby they have a new disability and/or mental health condition, or who have additional learning support needs, they should consult and act upon the relevant and applicable information as set down in the Learning Support, Disability Disclosure, and Wellbeing and Mental Health Policies.

2. *Alterations to Registered Status*

- 2.1. The following regulations outline the rules that govern alterations to a student's registration status. A full set of student statuses and their applied meanings are held by Academic Quality and University Central Administration, and changes to these student statuses can only be made with prior scrutiny and approval from the Education and Standards Committee before coming into operation.
- 2.2. **Change of Programme:** Students may change their programme of study as set out in the Changes in Student Registration and Status Policy. The following principles must be observed:
- a) Where the student wishes to change to a higher programme of study, of which their current programme of study is an interim programme of study of that higher programme of study, they must: demonstrate the entry requirements for the higher programme of study (including any Student Visa requirements); and, the change of programme must be approved prior to the learning and teaching activities of that higher programme of study commencing.
 - b) Where the student wishes to change from their current programme of study to a lower interim programme of study of that current programme of study, they must: demonstrate the entry requirements for the lower programme of study (including any Student Visa requirements); and, have the change of programme approved before learning and teaching activities of the lower interim programme of study have been completed, and prior to the assessment activities commencing of that lower interim programme of study.
 - c) Where the student wishes to change from their current programme of study to a programme of study that is an alternate pathway of the same programme of study, they must: demonstrate the entry requirements for the same programme of study and its alternate pathway; and, the change of programme must be approved prior to commencement of the learning and teaching of that alternate pathway.
 - d) Where the student wishes to change from their current programme of study to a programme of study that has no relation to their current programme of study by nature of credit obtained and modules undertaken in that current programme, they must: withdraw from their current programme of study, and seek admission to their new programme of study. A determination may be made by the Dean of the School of the new programme as to whether credit achieved from the original programme of study can be considered under Recognition of Prior Learning as per Section B. 4.3 of these regulations.

- e) There may be circumstances where a programme that is delivered face-to-face on site at a BPP University Centre, is also provided online and can be studied by distance. Students may find that due to a change in circumstances they wish to move from a face-to-face version of a programme to an online version of that same programme (where available). If the student is a Sponsored Visa Student, and they choose to make this change, their Student Visa will be curtailed and they must complete any online study from their home country.
- f) In the converse to option e), there may be circumstances where a student wishes, where available, to change from an online programme to a face-to-face version of that same programme (where available). This would not normally be allowed for students requiring a Student Visa, as Sponsored Visa Student status and related sponsorship must be conferred from the outset of the programme.

2.3. **Interruption of Studies (IoS)/Break-In-Learning (BiL):** Students may apply to suspend registration from their programme for a defined period of a minimum of one term, up to a maximum of twelve (12) months. Where a student requires more than 12 months IoS/BiL a further exceptional 6 months will be permitted, meaning that the student is permitted up to a maximum period of 18 months cumulative IoS/BiL during their programme of study. Should a student require more than 18 months, then the student must continue/resume their studies or will be deemed to have been withdrawn and must re-apply for admission. Students may apply for IoS/BiL as per the policy and procedure set out in the Changes in Student Registration and Status Policy. The following principles must be observed:

- a) A student may be required on return from IoS/BiL to repeat part or all of that academic year or term, unless the student has successfully completed the academic year or term and all associated assessments, where they shall be permitted to progress to the next level of the programme.
- b) IoS/BiL must not be granted where it would take the student beyond the maximum term allowed for the programme of study. In such cases the student must either continue or withdraw.
- c) IoS/BiL must be approved by the School, Visa Compliance (in the case of Sponsored Visa Students) and Student Finance.
- d) At the conclusion of the approved period of IoS/BiL, it is the student's responsibility to either re-register and re-engage with their studies, seek a permissible extension to their IoS/BiL, or notify the University of their permanent withdrawal (see Section C. 1.7. of these regulations). Students who do not notify the University of their re-registration intentions within the time limits as set out in the Changes in Student Registration and Status Policy at the conclusion of an IoS/BiL will be deemed to have withdrawn.

2.4. **Sponsored Visa Status – Alterations in Student Visa Status:** Where Sponsored Visa Students' registration at the University changes, they may require alterations to their Student Visa Status. Alterations may include:

- a) curtailment and withdrawal of sponsorship in the event of withdrawal, termination, and interruption of studies

- b) the issuance of a new Confirmation of Acceptance for Studies (CAS) to permit the application for a new Student Visa on return and re-engagement from interruption of studies
- c) the issuance of a new Confirmation of Acceptance for Studies (CAS) to permit the extension of a Student Visa where necessitated by change of programme/completion of outstanding programme requirements that require extending the amount of time to complete the programme requirements in-person and in-country as permitted by UKVI regulations.

It is to be noted that a CAS will only be issued in the above instances where a student is required to receive in-person and in-country tuition to complete their programme requirements, and where permitted by UKVI regulations. Further to this, a student will not qualify for a student visa extension where it has been found the reason for their outstanding programme requirements is due to the student's non-compliance with university regulations, policy, procedures, and/or programme regulations. In such cases, the University, where possible, will seek to support the student in the completion of their programme requirements either before the expiry of their current visa, or from their home country following visa expiry. Where this is not possible to do so, the student will be referred for a termination of studies consideration on the basis they cannot complete their programme. If a student believes they have valid grounds to object to any of the above decisions, they must do so through an academic appeal, the grounds of which must meet the criteria as set out in the GARs, Part G, Section 1.

2.5. **Suspension:** Suspension is a temporary measure to put a hold on a student's continued registration for the following reasons:

- a) The student is suspended for not fulfilling or complying with their financial arrangements with the University.
- b) The student is suspended because of matters pertaining to their Student Visa Status.
- c) The student is involved in disciplinary proceedings (both internally within the University, or externally to the University) and/or particular safeguarding measures are required to be put in place (e.g., in relation to Fitness to Study) that necessitate a temporary precautionary suspension until these proceedings are concluded. This is a precautionary measure put in place to protect both the student and the broader University community. The Vice-Chancellor, or University Proctor through delegated authority from the Vice-Chancellor, have the power to initiate these proceedings in line with the conditions set down in the Changes in Student Registration and Status Policy. The University may also be required to exclude a student for a defined period following the conclusion of disciplinary proceedings.

3. *Academic Progress and Conduct*

- 3.1. The Academic Council shall approve and regularly monitor sub-regulatory instruments governing the mechanisms designed to support the academic progress of students consistent with the maintenance of proper academic standards.

- 3.2. These Regulations and the associated sub-regulatory instruments apply to all students studying for an award of the University or for a programme leading to an award of a professional or statutory body which the University has been accredited to offer on behalf of that body.
- 3.3. **Responsibilities of Students:** Students are expected to show reasonable diligence in the pursuit of their studies for the award for which they are registered. This includes:
- a) complying with such engagement and attendance requirements as are set out in the programme regulations; For Sponsored Visa Students, they must ensure they are compliant with the terms of their visa status.
 - b) complying with all programme requirements.
 - c) complying with all Fitness to Practise requirements, where applicable..
 - d) maintaining appropriate standards of behaviour in line with the Student Conduct Policy and paying due regard to associated policies such as the Harassment and Sexual Misconduct Policy.
 - e) It is the responsibility of the student to bring to the attention of their personal tutor any personal or extenuating circumstances that may affect their progress to the award of the qualification. The student can make use of various mechanisms in the University Policies and Procedures to support their studies in the face of personal or extenuating circumstances. For example, for short-term concerns affect their studies, the Extensions and Extenuating Circumstances Policy, and for more long-term adjustments, the Reasonable Adjustments Policy.
- 3.4. **Responsibilities of BPP University:** BPP University (“the University”) shall have in place mechanisms to support and monitor the academic progress of its students. These mechanisms shall include:
- a) the student’s personal tutor;
 - b) engagement and attendance monitoring, with mechanisms in place to manage and raise concerns where engagement and attendance issues arise;
 - c) review and feedback on assessments;
 - d) learning support provision for students with disabilities;
 - e) advice and guidance on, and where applicable, initiation of, academic intervention support, extenuating circumstances, and interruption of studies.
 - f) Each Dean of School shall be responsible for ensuring that student progress is monitored and reviewed, and where concerns arise, academic interventions be initiated to support the improvement in a student’s progress in line with the Student Engagement, Attendance, and Academic Intervention Policy.
 - g) Personal tutors, nominee, or School equivalent, shall be responsible for ensuring that students are made aware of the support mechanisms available to them.

- h) The University shall be responsible for ensuring information about support mechanisms are available on The Hub (Virtual Learning Environment).
- i) University Central Administration will be notified of any student who has interrupted their study or been excluded, temporarily or permanently, from the University.
- j) The University will also have in place procedures to address matters of student engagement, attendance, and academic intervention, student discipline, fitness to practise, fitness to study, student complaints, and student appeals.
- k) The University will ensure that freedom of speech/academic freedom expressed within the law, is protected for students, staff, and external visitors to the University.

4. *Withdrawal and Termination of Studies*

4.1. **Withdrawal and Academic Withdrawal:** Students who are permanently withdrawn from the University are no longer students and have no right to University services, unless explicitly authorised in writing by the University. Students who wish to permanently withdraw from the University prior to the completion of their programme may do so through the policy and procedure as set out in the Changes in Student Registration and Status Policy. Once a student is withdrawn, an application for entry from that student is considered a new application. The University will also initiate permanent withdrawal proceedings where a student does not comply with the following registration, engagement, and academic progress requirements:

- a) The student does not re-register for each year of study or upon return from IoS/BiL;
- b) The student fails to progress in line with the academic requirements of their programme of study and is academically withdrawn. Where a student is academically withdrawn for not meeting the academic requirements of their programme of study, but has achieved an interim exit award, this will be awarded to the student at the point of withdrawal.
- c) The student has been withdrawn as a result of fitness to study proceedings because of concerns relating to their health and wellbeing.

4.2. **Termination of Studies:** The policy and procedure for termination of studies is detailed in the Changes in Student Registration and Status Policy, and the following principles are to be followed in relation to when a student will be terminated by the University:

- a) Termination of Studies because of failure to register at the University.
- b) Termination of Studies because of serious or persistent failure to meet academic, attendance, and/or engagement requirements as outlined in the Student Engagement, Attendance, and Academic Intervention Policy.
- c) The student has been disciplined in so far as disciplinary action taken by the University results in a decision to terminate their studies.

- d) The student has acquired a criminal conviction of sufficient seriousness or has failed to declare a police caution or a criminal conviction occurring during their studies.
- e) The student has provided materially inaccurate information in support of their application as in line with the Admissions Policy.
- f) Has lost immigration status/permission to study in the UK, or the University having determined through lack of engagement, that the Sponsored Visa Student should be terminated.
- g) Termination as a result of outstanding debt to the University, where after significant concerted and meaningful attempts by the University to engage with the student to resolve the debt, the issue is still outstanding.

Policy Revision History

Version Number	Description	Author	Reviewed by	Approving Authority	Date
1.0	Revised and re-presented GARs following Stage 2 of the Regulatory Review.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	July 2023
1.1	Addition of point 2.4. to clarify alterations in Student Visa Status as a result of changes in circumstances.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	December 2023
2.0	Updating of terminology and additional changes in the GARs following the reorganisation of the UPPs. Changes to GARs to reflect alterations made in policy surrounding engagement, attendance, academic intervention, and changes in student registration and status.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	July 2024
3.0	Greater clarification added on when a CAS will be issued when alterations to Student Visa Status required; General updating of GARs to support Freedom of	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	July 2025

	Speech legislation and E6 requirements.				
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