Higher Education
Registration of Students

Owner	HE Office
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Contents

1. Introduction

All students registered on higher education courses at the College are also linked to the validating partner through the provision of data essential for the purpose of progression and conferment of awards. Any such arrangement will be subject to the principles sand expectations of the General Data Protection Regulations 2018. As such, it may be necessary to adapt the approach to standard College process to meet the requirements of the partner. This is identified at the key stages outlined below. The principles outlined in this process are cross referenced to the College Data Protection Policy and the Higher Education Admissions Policy.

2. Process for Registering Students

2.1. Following the completion of all enrolment checks, students must register with the College through the completion of an enrolment form.

2.2. Guidance and support will be provided as required by the student including any additional support identified by the student at the time of application.

2.3. The completed form will be processed by a member of the Registry Team. This stage of the procedure will also require the student to be photographed to facilitate the issue of an identification card.

2.4. The completion of this process will ensure that the student is formally registered as a student at the College and enrolled on a programme of study with Middlesbrough College. Students will also accept liability for the payment of all course fees related to the programme of study.

3. Process for Recording Student Data with the Validating Partner

3.1. In order to registered for the award being studied, all students must be captured in the data management processes of the validating partner.

3.2. Registration will be completed on behalf of the student by the College, post-enrolment and will be carried out by the Examinations Department.

4. Maximum Period of Registration

The maximum period of registration on a programme of study is the normal full-time registration period plus three years. This includes all periods of interruption when the student's registration is formally suspended. Some programmes accredited by professional bodies may specify a shorter timescale. The standard maximum registration period for undergraduate awards is as follows:

Award Type	Normal Period of Registration		Maximum Period of Registration	
	Full Time	**Part Time**	**Full Time**	**Part Time**
Certificate of Higher Education	1	2	4	5
Diploma of Higher Education	2	4	5	7
Foundation Degree	2	4	5	7
Ordinary Degree	3	6	6	9
Honours Degree	3	6	6	9

4.1. Registration of Part-Time Students: Assessment Boards can withdraw part-time students if they have not formally interrupted their studies and have not fulfilled either of the following requirements:

a) Enrolled or re-enrolled as required in the current academic year.

b) Studied the minimum number of credits, required to continue on the programme. In such cases, the Assessment Board will confer an intermediate award on the basis of any credits and associated learning outcomes achieved at the University.

5. Termination of Student Registration

A student's registration may be terminated if the student has:

5.1. committed a serious disciplinary offence or be deemed as unfit to study (refer to College Disciplinary Policy);

5.2. exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage;

5.3. formally notified the institution that they wish to discontinue their studies and so discontinue their programme;

5.4. failed to comply with their financial commitment to the College.

Revision History		
Version	**Date**	**Detail**
1.0	September 2017	
1.1	August 2018	Document edited for clarity and to homogenise presentation and implement URLs to College website HE Essential Information page.
1.2	January 2022	Checked for accuracy.