



**De Montfort University Kazakhstan
Enrolment and Registration Policy**



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**De Montfort University Kazakhstan
Enrolment and Registration Policy
[This document should be read in conjunction with the DMUK Student
Admission Policy)]**

Introduction and Scope

1. This policy outlines the student enrolment, programme registration and the maintenance of a student's record system of DMUK.
2. In order to participate in any course, students of the University must be enrolled on their programmes and registered on the courses in order to:
 - i. ensure that all students are encompassed within the full range of University academic and support facilities
 - ii. allow for the timely confirmation of personal details and payment of tuition fees
 - iii. ensure that students are aware of and agree to abide with the provisions of various policies, regulations and other notifications that are in force
 - iv. provide the University with assurance of the identity of its enrolled students
 - v. ensure that students are registered on the correct programme/courses and can access facilities and undertake assessment as required
 - vi. ensure that the University is fully compliant with the requirements of its external stakeholders.
3. The term 'student' covers any individual eligible to participate in a DMUK programme and/or course, including those undertaking placements or exchanges, and where delivery maybe on-campus, at a partner institution, or remotely via distance learning.

Enrolling with DMU Kazakhstan

4. All students should enrol at the beginning of the programme and annually as notified by the University. Those who are debtors to the University or are found to have provided false or inaccurate information at the application stage or have not completed the requirements stipulated by a study visa, or are under investigation under another University policy, will not be permitted to enrol.
5. Students should enrol and pay tuition fees by the required payment date and no later than 14 calendar days of the start of their programme. Students who fail to enrol without good cause (e.g., because of a delay caused by a third party), will lose access to the University's facilities and procedures to withdraw them from their programme will commence.

6. Enrolled students receive a University Identity Card. This ID Card must be retained by students whilst on campus since it provides evidence of student status, must be presented in formal examinations.

Identity Check

7. All new students are required to have their identity checked within 14 calendar days of the start of their course. Scanned copies of Identity documents (see accepted document list in paragraph 8) will be uploaded to University systems for identity verification purposes.
8. Documents that can be used to confirm a student's identity are scanned copies (or good quality photograph such that details are clearly visible) of:
 - i. Current signed passport
 - ii. Kazakh state identity card
9. In accordance with the University Initiated Withdrawal Policy (see paragraph 27 below), students who do not complete this requirement may be withdrawn from their programme.

Programme Registration

10. Students should register on the correct number of courses for their programme of study as per the information contained on the University website.
11. Students must register for all courses that they intend to take for the academic year within 14 calendar days of the start of their course, ensuring course requirements (e.g., pre-requisites) are met.
12. Courses may be added or deleted from a student's record within 14 calendar days of the course's first timetabled activity.

Change of Programme

13. Currently enrolled students studying in the first-year of their undergraduate level programme may request a change of programme where they have determined that their original programme is no longer suitable.
14. The request to change to another programme must be made and approved no later than 14 calendar days from the start of the academic year in which the new programme commences.
15. Programme changes must be approved by the appropriate Programme Leader(s).

16. In changing programmes, it may be possible to cross credit courses from the previous programme to the new programme. Decisions on cross crediting rest with the relevant Programme Leader(s).

Discontinuation of Study: Withdrawal and Interruption of Studies at Student Request

17. Students may wish to leave permanently leave their programme or interrupt their studies on a temporary basis.

18. Those intending to permanently leave their programme must discuss the matter with their Tutor. Students should clarify the financial implications of leaving their programme, and in particular on their tuition fee liability.

19. Students may request to interrupt their studies on a temporary basis. Interruption of studies is not an automatic right. Each request will be reviewed on a case-by-case basis considering the following:

- i. An interruption will be for a defined period (normally no longer than one academic year)
- ii. The period of interruption still counts toward the maximum period of registration
- iii. An interruption will usually coincide with natural breaks in the academic year or course delivery and the anticipated date of return must be established in accordance with this
- iv. An interruption will not normally be approved for programmes currently being phasing-out or where a programme is subject to curriculum amendment during the period of interruption such that a student's ability to resume their studies will be affected.

20. It is the student's responsibility to ensure that the consequences of interrupting studies/withdrawing are understood, particularly from the perspective of impact on academic progress, any fee liability, and responsibility to funders (if any). Students will remain liable for tuition fees. The last date of attendance on the programme will be the date that the interruption/withdrawal is processed unless evidence is provided by the student that supports an alternative date.

21. Following withdrawal from a programme students will lose access to the University's facilities (e.g., teaching, assessment, IT services/library). This includes University email so students should ensure that all information is downloaded and backed-up outside of the University network before requesting the withdrawal.

University Initiated Withdrawal of a Student

22. Enrolled students may be withdrawn from their course by the University in the following circumstances:
- i. where there is little evidence of attendance and engagement with studies;
 - ii. where at any time within a student's period of study their immigration status becomes invalid (e.g. their leave to remain in Kazakhstan expires or is revoked);
 - iii. as the result of being in tuition-fee debt to the University;
 - iv. as a result of disciplinary action by the University which results in a requirement for the student to withdraw from the University
 - v. as a result of academic failure which is confirmed by the Academic Board.
 - vi. as a result of a breach in the Student Charter or one of the stipulations referred to in the Charter
 - vii. as a result of the failure to complete the Identity Check requirements or enrol on their programme within the stipulated time.

University Initiated Interruption of Studies

23. Enrolled students may be required by the University to interrupt their studies because of an allegation of misconduct, pending its investigation.

Appeal against University Initiated Withdrawal/Interruption

24. Students may appeal against the decision to withdraw them from their programme by following the Student Academic Appeals Procedures.