

Regulations for registration, enrolment, transfer, attendance, intermittence and withdrawal

These regulations should be read in conjunction with Design School Asia's Academic Regulations, the Fees Policy, the Attendance Monitoring Policy, the Health, Wellbeing and Fitness to Study Policy and the Extenuating Circumstances Policy.

1. Introduction

- 1.1. Applicants for Design School Asia courses are required to complete a prescribed form of application for the course.
- 1.2. The School will not admit or allow the continuation of study for any person found to have made a fraudulent application. All new students will be required to provide evidence of identity and the qualifications on which their applications were based. All applicants are required to apply under their legal name.

2. Admission

- 2.1. Persons wishing to register for a course leading to a Design School Asia award must fulfil the requirements of the Admissions Policy approved by the Academic Board.

3. Admission

- 3.1. The language of instruction and assessment is English.
- 3.2. Applicants who are not native speakers of English shall be required to demonstrate proficiency in English, by reference to an IELTS or equivalent test. For entry, an IELTS (or equivalent) score of 6.0 is required. This requirement may be waived for study where applicants have recently achieved a degree at an English-speaking international programme.

4. Entry with advanced standing

- 4.1. Students may be admitted to a course of the School with advanced standing, in accordance with the requirements of the Accreditation of Prior Learning (APL) Policy.
- 4.2. The volume and level of credit assigned in respect of APL shall be recorded on the student transcript. Marks and grades associated with this credit shall not count in classification calculations.

5. Mode of study

- 5.1. Students are part-time. Part-time students are enrolled for a maximum of 40 credits in any program study block.
 - 5.2. A student may enrol on an additional 10 credits at any stage to redeem failure (see Academic Regulations section 3.16 for a full definition of 'stage').
6. Registration and enrolment
- 6.1. A student is a person registered by the School to follow a course of study.
 - 6.2. At initial enrolment, students register for a course of the School. Registration shall be for the highest qualification offered for the course. Students are responsible for ensuring that they are registered on the correct course, and for the correct modules, by the first day of teaching for the course.
 - 6.3. Where students are not registered for a module, they cannot study, submit assessment, or be awarded credit for it.
 - 6.4. A student is enrolled when they have been through a formal process at the beginning of each academic year that confirms their intention to be a student of the School. The 'academic year' means the period(s) between the date upon which a course commences and the anniversary of that commencement date thereafter. All students are required to enrol under their legal name. By enrolling, students agree to comply with the Academic Regulations.
 - 6.5. Student status is acquired on initial and periodic enrolment and terminates in the event of any of the following:
 - i. the student has successfully completed the course of study;
 - ii. the student has formally withdrawn from the course;
 - iii. the student has been deemed by the School as withdrawn by an assessment board through prolonged absence or for any other valid reason;
 - iv. the student has been recorded as having failed academically by the assessment board;
 - v. the student has been expelled from the School on financial, academic, disciplinary or any other valid grounds;
 - vi. the student's formal registration period has expired;
 - vii. the death of the student;
 - viii. the student has not returned from a period of intermitting their studies within the specified time period of two academic years.
 - 6.6. Late enrolment is only possible within two weeks (exceptionally four weeks) of the start of the study block and where all of the following conditions have been met:
 - i. it has been agreed by the School in advance;

- ii. where the grounds for late enrolment are considered appropriate by the School;
 - iii. where the Department has confirmed that there is a reasonable expectation that the student can catch up;
 - iv. where the student accepts that it is their responsibility to catch up, and that approval of a later start cannot be used subsequently as grounds for appeal or complaint.
- 6.7. Enrolment is not complete until:
- i. the conditions of entry to the course, including the verification of qualifications, have been satisfied;
 - ii. the enrolment process has been satisfactorily completed including the agreement to abide by all the School's rules and regulations.:
 - iii. payment has been made of fees as prescribed in the Fees Policy or written evidence has been provided to confirm that a third party acceptable to the School accepts responsibility for the payment of fees;
 - iv. students who have been intermitting their studies on the grounds of ill-health, have produced medical evidence which the School agrees supports their fitness to return to their studies;
 - v. any other administrative procedures, which may be determined from time to time by the School (eg, the terms of a learning agreement), have been satisfied.
- 6.8. Continuing students who do not re-enrol may be assumed to have withdrawn from the School and may be considered at the next Assessment Board for any interim qualification to which they are entitled.
- 6.9. Students are responsible for ensuring that the personal data the School collects at enrolment and holds in its records are accurate and up to date.
- 7. Transfer between modules and courses**
- 7.1. Students may transfer from one course to another during stage 2 within the first four weeks of each study block. Students must be in good academic standing. Transfer must be with the agreement of the Course Co-ordinators if the transfer is within the same subject, and by the Heads of Subject otherwise. Later changes, or transfers between departments, must be approved by Directors of departments. The receiving Head of Subject must immediately notify Student Records of the agreed transfer.
- 7.2. Students may change the modules for which they are registered within the first two weeks of a study block, provided they continue to meet the regulations for the course. Such changes must be notified to Student Administration. Where changes are not confirmed by Student Administration a student remains registered for their original choices.

8. Duration of study

8.1. The maximum periods during which students may be registered for taught awards of the School are as follows (this includes any periods of intermittence, suspension or other absence):

8.2. Award Title	Maximum PT years
Certificate	1 year

Maximum registration periods for students admitted with advanced standing or for students whose mode of attendance changes during the registration period will be calculated pro rata.

8.3. On completion of their course, or at the point they withdraw, or when they reach the maximum registration period permitted, students will receive the award for the highest qualification they have obtained.

9. Attendance

9.1. Students are required to attend all scheduled sessions for the module(s) on which they are registered in accordance with the Attendance Monitoring Policy. Absence due to illness or similar cause lasting seven consecutive days or less may be covered by self-certification, except in cases when the period of absence includes submission deadlines for assessed work, for which a formal application for extenuating circumstances must be made. Longer absences must be certified externally (for example, by a doctor).

9.2. A student shall not unilaterally decide to follow a distance learning mode of attendance unless the course or module on which they registered has been formally approved for delivery via distance learning, and the School concurs that they may do so.

9.3. Students who absent themselves from the School (either through ill-health, non-attendance or intermittent attendance) for a consecutive period of four weeks within a study block are unlikely to be able to satisfy the academic demands of a course of study. Inconsistent attendance patterns will result in one of the following:

- i. intermittence; or
- ii. withdrawal; or
- iii. for the Health, Wellbeing and Fitness to Study policy to be invoked.

10. Medical registration/illness

10.1. All full-time students should register with a local General Practitioner.

10.2. Any student suffering from, or who has been in contact with, a notifiable disease should provide written notification to the School within twenty-four (24) hours of

diagnosis. Attendance must not be resumed without a doctor's certificate of clearance.

- 10.3. If an illness is materially affecting the submission of an assessment, students should follow the Extenuating Circumstances Policy. Supporting medical evidence will be required.

11. Intermittence

- 11.1. Intermittence is a temporary break from study, normally lasting one academic year. A student cannot unilaterally decide to intermit their studies; they must first obtain approval from the School to do so.
- 11.2. A student who is in poor academic standing will not be allowed to intermit their studies unless there are extreme and/or prolonged extenuating circumstances.
- 11.3. A student who is intermitting is, by definition, expecting to return to their studies and their place on the course is held open for them to return.
- 11.4. The School will determine the point in the academic year at which it is in the student's best academic interests to return to study.
- 11.5. In no circumstances may a period of intermittence exceed two successive academic years.
- 11.6. A student who has been absent from their studies for more than one academic year shall be subject to an interview with the course team to assess their ability to re-engage with the academic demands of the course.
- 11.7. Intermittent students will be contacted by Student Records prior to their due date of return to confirm their intention to return. Intermittent students must respond to any requests for information from Student Records in a timely fashion (and in any case, by any date noted within correspondence). Informal notification, for example to a course tutor, is not acceptable. Where no response is received by Student Records to these communications, intermitting students will be deemed to have withdrawn from their studies.

12. Withdrawal

- 12.1. Once a student has formally withdrawn from their course by completing a withdrawal form, the School is legally obliged to inform their student funding body and withdrawal may result in the loss of part or all of the funds that are paid on their behalf.
- 12.2. When a student withdraws/is withdrawn, student status is terminated and the student is no longer registered with the School. The end date of registration is determined in the following order:
 - i. the date the student signs the School's withdrawal form;

- ii. the date the student communicated their intention to withdraw by any other means;
 - iii. the date as communicated by the School in any other withdrawal communication.
- 12.3. When a student intermits this will end their enrolment for the academic year. The end date of enrolment following intermittence is determined in the following order:
 - i. the date the student signs the School's intermittence form;
 - ii. the date the student communicated their intention to intermit by any other means
 - iii. the date as communicated by the School in any other intermittence
- 12.4. When a student either intermits or withdraws their last date of attendance determines tuition fee liability and student funding eligibility. The last date of attendance is determined in the following order:
 - i. the last date of attendance as identified by the course team;
 - ii. the date the student signs the intermittence/withdrawal form;
 - iii. the date the student communicated their intention to intermit/withdraw by any other means;
 - iv. the date as communicated by the School in any other intermittence/withdrawal communication.
- 12.5. Backdating of withdrawal forms is not permitted.
- 12.6. Once a student has formally withdrawn from a specific course, or has been deemed withdrawn from a course, they cannot re-engage or be re-enrolled on to that course in the same academic year. They may however make a fresh application to resume studies on the same course or a different course in a subsequent academic year. Such applications will be considered on their individual merits and will take previous academic standing into account.
- 13. Contact details
 - 13.1. Students must notify the School of any changes to their name or address details.
 - 13.2. Changes to a student's name must be made in writing to Student Records with relevant proof. Verbal comments or an email to a tutor will not be deemed sufficient.
 - 13.3. The School does not accept responsibility for letters, certificates or other written communication failing to reach a student due to a student's failure to observe the correct procedure.
 - 13.4. Any formal written communication from the School will be sent to the student's School email address and/or to the student's local address during term-time and to the student's home address outside of term-time.

13.5. Only in the case of an emergency may students or a student's family/friends make use of the School address for correspondence or telephone contact.

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