

# **1. REGISTRATION**

- 1.1** All students, both undergraduate and graduate, are required to register at the specified time, normally at the beginning of each academic year. The time and procedures for registration will be announced by the University. Only those who have registered shall have the rights and privileges of students and members of the University.

All persons entering the University as students shall, at each time of registration, sign a declaration in the following terms:

*'I agree to conform to all the statutes, ordinances, regulations and rules of the University for the time being in force and I accept responsibility for any loss or damage to University property rightly attributable to me.'*

- 1.2** At each time of registration students shall provide full and accurate information concerning all required personal, contact, and address details, and will confirm academic details. Required information will be set out as part of the registration procedures prescribed by the Director of Academic Registry. Students must comply with any subsequent requests from university staff for proof of any changes to required personal details and are required to update their contact details, normally via the communicated online process, as soon as possible when any of these details change. Students failing to do this, or who can be shown to have provided false or misleading information as part of an application or subsequent registration, will be subject to action which may include termination of registration and withdrawal of the student.
- 1.3** All students, including those away from the University, are required to access at regular intervals the email account provided to them by the University, and to ensure that it remains within its permitted capacity and able to receive email. The email account will be used by the University to communicate important information about registration, tuition fees, unit enrolment, assessment, academic outcomes, degree ceremonies, and other important matters. Students who have failed to access their account or who have temporarily lost access to it may not cite non-access as a reason for failing to respond appropriately to information sent to them by the University via the account.
- 1.4** Where courses require students to provide a satisfactory check and/or Disclosure from the Disclosure and Barring Service, and such checks/Disclosures are pending at Registration, students may be permitted to register provided the application process for the relevant checks/Disclosure has been completed. Should the check/Disclosure subsequently returned then prove to be unsatisfactory, the University will terminate the registration and require the student to withdraw.
- 1.5** Any person who fails to complete their initial student registration in accordance with Regulation 1.1 will be deemed to have declined their offer of a place to study at the University.
- 1.6** All continuing students are required to re-register when instructed to do so in accordance with Regulation 1.1. Failure to re-register will result in loss of some systems access, and the University reserves the right to suspend the

study of, or withdraw, continuing students who do not re-register. The Director of Academic Registry, as delegated by Senate, will give due warning prior to taking any action and will consider the timing for such action in consultation with the Director of Studies for the student's course and relevant professional services.

- 1.7** A continuing student who is suspended or withdrawn for non-registration may make a request to re-register to the Director of Academic Registry, as delegated by Senate. The Director of Academic Registry will consider the request in consultation with the Director of Studies for the student's course and relevant professional services, and consideration will include the appropriate timing for re-registration, how the student will be supported to return to studies, and any conditions for return the student must meet.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 1 August 2025*