

1. Registration

Requirement to register and remain in contact with the University

- 1.1** Registration is required for both offer holders (initial registration) and continuing undergraduate, postgraduate taught and doctoral students (re-registration).

When you complete your initial registration, you are enrolled onto your course and become a student at the University with the rights, privileges and responsibilities of a member of the University community. Re-registration confirms your continuing status as a student and ongoing enrolment over the duration of your course. Re-registration enables your continued access to University systems.

The ongoing requirement for doctoral students to re-register when asked to do so as set out in Regulation 1 is separate from the re-registration processes set out in Regulation 16.

- 1.2** If you are required to provide confirmation of your Right to Study (RTS) you may be permitted to provisionally register or remain registered pending this confirmation.
- 1.3** By completing registration, you are confirming that you will maintain regular contact with the University and respond to actions or requests when asked to do so. To maintain regular contact, you are expected to access your university email regularly and non-access will not normally be accepted as a valid reason for failure to respond to an action or request by the University.

Initial registration

- 1.4** After accepting an offer of a confirmed place, you are required to register before you start your course. You must do this before the deadline published by the University.

Registration normally takes place at the start of the Academic Year, or at a different date depending on the start date of your course. The timing and procedure for registration will be determined by the Director of Academic Registry. You can find more detailed guidance on how to register on the University website: [Registering with the University](#).

- 1.5** When you register, you are required to confirm your understanding that:

You will be required as a condition of enrolment and as a term of the contract between you and the University to abide by, and adhere to, the University's Regulations, Statutes, Ordinances, Rules, Codes, Policies and Procedures that apply to enrolled students as amended from time to time ("the Regulations"), which relate, among other things, to conduct and discipline, complaints, use of facilities (including IT facilities), health and safety, administration, assessments and the requirements of academic courses.

- 1.6** When you register, tuition fees and any other charges associated with your course of study will be payable.

Fees are payable in accordance with the [terms and conditions for tuition fee payments](#) and terms set out in Regulation 2.

- 1.7** When you register, you will become a member of the Students' Union (The SU). You have the option to subsequently opt out of such membership.

Information about your membership with The SU and how to opt-out can be found here: [Code of Practice for the Students' Union \(SU\)](#)

- 1.8** When you register, you are required to provide full and accurate information requested by the University. You are responsible for keeping your information held by the University up to date at all times. If you provide false or misleading information when you register, provide inaccurate information, or fail to update the University if your details change, the Director of Academic Registry may withdraw you from your course and terminate your registration.

Your information can be amended online through [your student record](#).

- 1.9** Where the Director of Academic Registry considers action to withdraw you from your course and to terminate your registration, the Director will, prior to taking any action, give you due warning and will consider the timing for such action in consultation with the Director of Studies for your course and relevant professional services.

- 1.10** If you have accepted an offer of a confirmed place from the University, you must register by the deadline to do so. If you do not contact the University to defer your place, the Director of Academic Registry will conclude that you do not intend to register, and your registration will no longer be permitted.

Re-registration

- 1.11** You are required to re-register when asked to do so, including when you are in suspense.

Re-registration normally takes place annually at the beginning each Academic Year.

- 1.12** If you fail to re-register when asked to do so, or if you are not permitted to re-register due to another University policy or regulation, you may be suspended or withdrawn from your course by the Director of Academic Registry.

- 1.13** Where the Director of Academic Registry considers action to suspend or withdraw you from your course, the Director will, prior to taking any action, give you due warning and will consider the timing for such action in consultation with the Director of Studies for your course and relevant professional services.

Appealing a decision

- 1.14** You can appeal a decision made under this Regulation to suspend you, or to withdraw you from your course and terminate your registration. You may make a request to re-register to the Director of Academic Registry. Consideration of your request will include whether re-registration is appropriate in the circumstances, and if so, the timing for re-registration, how you will be supported to return to studies, and any conditions for return you 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 2026