

1. Introduction

- 1.1 All students who wish to study an AUB course leading to an approved Award, or credit, must enrol. Enrolment is the process by which students commit themselves to become members of the University, and to abide by its regulations, policies and procedures.
- 1.2 The term 'student' in this policy encompasses any individual eligible to study on an AUB course. This includes full time, part time, distance, placement, exchange, and those studying under franchise arrangements.
- 1.3 The policy ensures that the University is fully compliant with the requirements of its external stakeholders, professional, statutory, and regulatory bodies. e.g. Office for Students (OfS), Student Loans Company (SLC), UK Visas and Immigration (UKVI), JISC/HESA. The policy ensures that the University is fully compliant with the requirements of the UK General Data Protection Regulation (UK GDPR) for the processing of personal data as described in the University Data Protection Policy.

2. Enrolment

- 2.1 Students will be invited to enrol online before the course commences. Invitations will be emailed to students and access is available through MyAUB.
- 2.2 The University requires all eligible students to complete the online enrolment process before their course starts each year. The University will deem students withdrawn from their course if they do not complete online enrolment as directed and have not engaged with the University during the enrolment period advised by the University.
- 2.3 The University reserves the right to terminate the registration of any student who has failed to disclose information material to the proper consideration of their application, continuance on their course, or who has presented misleading or false information during the application and enrolment process.
- 2.4 Students who have an outstanding Tuition Fee debt to the University, as a result of previous study, will not be able to enrol until they have either cleared the debt or, exceptionally, have agreed an appropriate repayment plan with Arts University Bournemouth Finance Department.
- 2.5 Students who have outstanding work from previous study will not be eligible to enrol to the next level of study until they have passed all outstanding credit, unless agreed by the Progression and Awards Board in exceptional circumstances.
- 2.6 From a student perspective, when online enrolment has been submitted, that is the point at which a student enters a contract regarding educational services and terms and conditions, agrees to pay their fees, and verifies and checks their key personal information. Students have the Right to Cancel this contract before the end of the first taught week of the first term.
- 2.7 Under-18s will be expected to complete enrolment by going through the same processes as other students and in line with the University's under-18s Policy Statement.

3. International students

- 3.1 All students requiring a visa to study in the United Kingdom must not currently be, nor have ever previously been, in the United Kingdom for any purpose without valid immigration permissions. If, either during the process of admitting a student or subsequent to that student enrolling on the course, the University is informed that the student is (or has previously been) in the United Kingdom without such valid permissions, it may be required to inform the immigration authorities and/or terminate the student's enrolment and/or withdraw sponsorship of the individual's visa.

- 3.2 Students requiring a visa to study in the United Kingdom will not be able to fully complete University enrolment until such time as their immigration status in the United Kingdom has been verified by a member of specifically designated Arts University Bournemouth staff. This check will normally include reference to the individual's passport, visa, and other immigration documents as determined by the individual's specific immigration status.
- 3.3 The University has published a guide for students holding a Student visa which sets out the requirements for such visa students.

4. Transfer between courses

- 4.1 Students on undergraduate and postgraduate courses have the right to transfer to another course if all the following conditions are satisfied:
- The student's qualifications are comparable to those of other students on the course to which they wish to transfer.
 - The course is not oversubscribed.

5. Authorised break from study (Intermission)

- 5.1 The student may request, or be advised, to suspend their studies until such time as circumstances affecting performance have passed, provided that the maximum period of registration for the course is not exceeded.

6. Withdrawal and Termination

- 6.1 A student may withdraw from a course at any time. A student wishing to withdraw must complete the online form via MyAUB. AUB Online students must inform their Student Advisor and partner students to their relevant department in the partner organisation. The withdrawal date will normally be the date this formal notification of withdrawal is received.
- 6.2 The University reserves the right to terminate the enrolment of a student whose performance gives cause for serious concern, as demonstrated by wholesale or repeated failure or lack of participation with their studies, as defined by the Attendance and Engagement Policy. Students will not normally be permitted to re-enrol on the same course.
- 6.3 Following Withdrawal of study, any application to an alternative course must be made through the Admissions process of the University. If a place on the course is offered, the date of re-commencement of study will depend on the point within the Admissions cycle that the application is made, the availability of places, and may also be subject to an agreed attendance and achievement agreement. Students should also ensure that any necessary funding is available.

7. Alternative format

- 7.1 The University will provide support to individuals who are unable to complete online enrolment. Such cases should be referred to the Student Records team studentrecords@aub.ac.uk.

Arts University Bournemouth is committed to the provision of a working and learning environment founded on dignity, respect and equity where unfair discrimination of any kind is treated with the utmost seriousness. It has developed and implemented an EDI Action Plan to guide its work in this area. All the University's policies and practices are designed to meet the principles of dignity, respect and fairness, and take account of the commitments set out in the EDI Action Plan. This policy has been subject to an Equality Impact Assessment to ensure consideration with regard to the provisions of the Equality Act 2010.

Date of last EIA review: March 2024

Links to relevant policies and guidance

Data Protection Policy [Policies \(aub.ac.uk\)](#)

Office for Students <https://www.officeforstudents.org.uk/>

HESA/Jisc <https://www.hesa.ac.uk/>

UCAS facts about Student Finance England <https://www.ucas.com/sfe>

UK Visas and Immigration <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

AUB Term Dates <https://aub.ac.uk/term-dates>

Under-18s Policy Statement [Policies \(aub.ac.uk\)](#)

Your visa, your responsibilities [Policies \(aub.ac.uk\)](#)

Withdraw, Intermit, Transfer booklet [Am I on the right course? \(aub.ac.uk\)](#)

Attendance and Engagement Policy [Policies \(aub.ac.uk\)](#)