

International Office

International Student Enrolment Policy

1. Purpose

This Policy sets out the International Office's approach to the enrolment of international students.

2. Scope

This policy applies to the enrolment of all new international students.

Academic Registry, central Finance, Student Services and Faculties are all involved in the planning and training activities to support the delivery of enrolment sessions and in the relevant review process.

The International Office does not enrol continuing international students, part-time international students or those undertaking research programmes.

3. Policy

The policy governing the enrolment of international students is characterised by the following:

- That the international student experience offered during this process is of the highest possible quality
- That we will support the above aim by ensuring that staff involved in the enrolment process are comprehensively trained to be able to complete the task in an effective and efficient manner while offering support, if required, to the client
- That enrolment will meet the University regulatory requirements
- That International Office is able to offer expert advice as required throughout this process
- That by working in partnership with other departments and Faculties, we will deliver the most appropriate enrolment process to meet student needs, and will adapt the process to take account of 'local' requirements, where judged to be for the benefit of the student experience e.g. to facilitate option module advice and guidance
- That enrolment processes are compliant with UKBA guidance (and the UK Immigration Rules) and best practice from QAA
- That the procedure is clear and transparent
- That prospective students are provided with clearly explained information on the process of enrolment and its purpose before arrival, and provided clear information in advance regarding any documents that they will be required to supply for the purposes of enrolment
- That during enrolment the institution's and the student's respective responsibilities are explained, including their responsibilities, requirements and limitations of their visa, so that students clearly know what they can expect and what is expected of them during their time at the institution
- That enrolment be organised in a timely manner to offer the best possible access to university resources and facilities as soon as is practicable

