Student Entry Policy

Purpose	Set out the conditions for student entry to undertake any course work study
Key words	Responsibility,
Scope	All students undertaking any coursework study
Related Documents	eHe's student and staff grievance policy
Approved by	Academic Board
Approval date	March 2014
Start date	March 2014
Review date	March 2016
Version	2.0

Policy Aim

This policy was formulated to communicate entry requirements and responsibilities for all students wishing to enrol in any course work subject or short program.

Admissions and Re-admissions

Bookings are made by completing the enrolment form, agreeing to the terms and conditions accompanied with payment in full or in accordance with agreed arrangements and to comply with the current registration standards. Admissions to a specific course or term must be completed prior to the closing date, admissions after that date are not accepted. Once the booking is received confirmation will be sent to the email address supplied.

There are no pre-requisite entry requirements but **students must take responsibility for their own learning,** progress and ability to successfully complete coursework. To assist your decision making eHE has:

- Recommended prior skills and knowledge required to successfully achieve learning objectives which are clearly defined for each unit of study and included in each course profile; and
- Published prerequisite requirements such as internet access, computer and software access and use.

- Students must have adequate English language, literacy and numeracy skills enabling them to participate effectively and to present required information. The quality and standard of the language used in assignments may be part of the assessment criteria. Translations are not provided nor accepted unless the coursework is offered in a language other than English in which case the study materials and required assessments will be in the declared language.

If a student needs to defer studies and is therefore unable to complete a course within the allocated timeframe they may do so by completing a Notice of Deferment Form. In this case the individual may re-enrol in the same course at any time within the next 2 years free of charge except where previously the student was expelled for student misconduct. Should there be a modification to the course or closure of a course, eHE will notify the deferred student to give them the option of completing before the closure or modification takes effect. If the student chooses not to do the

course at that time, an alternative course of similar topic, study time, qualification etc will be offered by eHE if possible but cannot be guaranteed.

Student Responsibilities

Students are responsible for maintaining their personal Moodle profiles to ensure they are able to be contacted at all times by eHE staff for academic and administrative purposes. Profiles are accessed by the 'Profile' link in the Administration Block on most pages or by clicking on your name which is directly linked to your profile once you are logged in. eHE is not responsible for the non receipt of such communications. You warrant that all Personal Information which you disclose to eHE is up-to-date, complete and relevant to the purpose for which it was disclosed to eHE.

Students are responsible for maintaining the confidentiality of their account information and must not allow or authorise others to use their account. Any unauthorised use of a Student's account must be reported to eHE immediately. eHE does not accept any responsibility for any loss or damage which results from unauthorised use of a Student's account.

All students need to ensure that their conduct details remain up to date at all times. All students must own and use their own email address.

Objective critical student feedback is encouraged.

Complaints and Grievances

All complaints and grievances will be investigated in a timely manner and actioned appropriately in accordance with eHe's student and staff grievance policy. All relevant documentation will be kept on file.