

Academic Registry | Summary

Introduction

Academic Registry is a central support service that serves to provide high quality and technologically advanced administrative systems to facilitate the student journey from enrolment through to award conferral. Areas within the Registry's remit include:

- Enrolment
- Programme Management
- Timetables
- Student Records
- Student Finance
- Examinations
- Progression and Award Boards
- Results notification and Certification
- Academic Appeals
- Graduation

The department also has a responsibility to safeguard standards and ensure that the University is compliant with internal and external regulation in its development and operation of procedures and to ensure that this is demonstrable through high quality records.

Teams

Academic Registry is comprised of five teams, they are responsible for providing information, guidance and advice across the whole student journey from enrolment to graduation and award conferral.

Academic Records

The Academic Records Team is responsible for all course related record management. This includes providing advice and guidance on module and course level enrolment, interrupting your studies, transfer, repeat years and programme withdrawal. The team also provides confirmation of attendance documentation and can help students obtain Council Tax Exemption Certificates

Designated staff in this team also provide secretarial support to Fitness to Practice and Disciplinary panels.

Assessment and Results

The Assessment and Results team is responsible for all aspects of assessment, graduation and certification. Their remit includes the management of examinations, academic malpractice, exceptional mitigating circumstances (EMC), progression and award boards (including Classification rules), results, certification and academic appeals

Data Management and User Support

Management of all course and module data, and student contact information is the responsibility of this team. They develop services for and provides training and support to Student Record System users.

Fees, Scholarships and Bursaries

The Fees, Scholarships and Bursaries Team is responsible for the invoicing of students and collection arrangements. All aspects of invoicing and collection of tuition fees is the responsibility of this team. This includes credit control and debt management measures. Their remit also covers the administration of bursaries and University scholarships, liaison with the Student Loans Company and organisation of the University's annual scholarships award ceremony.

Space Management

With over 20,000 students and staff on campus, the University relies on a dedicated team to ensure the academic timetable and room allocations run smoothly. This is the remit of the Space Management team. The team also manages all internal room requests.

Key Information

Enrolment

All students are required to enrol or re-enrol prior to the start of each new level or year of study – a student's status at the University will not be confirmed for that year until the enrolment process is complete. The enrolment scheduled is coordinated by the Academic Records Team who work in partnership with faculty staff to prepare an annual programme of enrolment activity. Arrangements for enrolment will be clearly communicated to students and staff by the Academic Records Team.

Term Dates and Timetables

The data underpinning Academic Timetables is prepared by the Space Management Team who work in collaboration with faculties to schedule this information. Course level timetables will be provided to students directly by the department that delivers the course.

Term dates are available on the Academic Registry webpages and details of when specific modules will run are available to view via the University's timetabling system which can be accessed via the student homepage. For further information please visit: <https://www.edgehill.ac.uk/registry/term-dates/>

Tuition Fees

All students will be charged a tuition fee in order to study at the University that will relate to the mode, level and duration of study. Academic Registry will invoice students appropriately on an annual basis. A schedule of tuition fees is available to view on the Registry webpages at: <https://www.edgehill.ac.uk/registry/fees/>

A condition of enrolment is that students sign a legally binding contract accepting sole liability for the payment of tuition fees. Whilst it will be the case that students may opt for a tuition fee loan or be sponsored to study, all students must declare that they have provision to pay their fees. Students that do not keep to the schedule for making fee payments will be tracked by the Tuition Fees Team and the University does reserve the power to terminate studies where appropriate if payments are not made.

Where a student withdraws or suspends their studies, they will be liable for a fee for the period they have attended. Further details can be accessed via the Tuition Fees area of the Registry webpages at: <https://www.edgehill.ac.uk/registry/tuition-fee-regulations/> Support for financial hardship is managed by the Student Services Department who can be contacted at CatalystEnquiries@edgehill.ac.uk

Scholarships

Edge Hill University has one of the most impressive and innovative scholarship packages in the higher education sector. Our scholarships celebrate determination, commitment and achievement in a variety of areas, as well as rewarding academic excellence, overcoming adversity, promoting equality, inspiring others and making an outstanding contribution to student life. For more information on Scholarships, which are managed by the Registry, visit: <https://www.edgehill.ac.uk/scholarships/>

Student Opportunity Fund

The Student Opportunity Fund is an exciting initiative which contributes financial support that helps students to take part in activities which enhance their employability and develop transferable skills. Eligible undergraduate or PGCE student at Edge Hill University, can apply for up to £2,000 to support a career-enhancing project, initiative or opportunity that will enrich their student experience and enable them to stand out in a competitive environment.

For further information please visit: <https://www.edgehill.ac.uk/scholarships/student-opportunity-fund/>

Maintaining Student Records

Academic Registry, and colleagues across the University, will contact students at various points of their programme over a wide range of matters. Communication may be by way of email, text message, telephone call or post. Students are therefore required to ensure that all of their correspondence details are accurate throughout their studies.

Students can update most of their personal details on the Student Homepage. <https://www.edgehill.ac.uk/students/> Any changes to names need to be confirmed by providing copies of the appropriate evidence (i.e. marriage certificates, change of name deed poll, etc.). This area is managed by the Data Management and Support Team in Academic Registry who can provide further advice.



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Examinations

Academic Registry schedules and operates the University's main examination periods which are held in January, May and August, and also coordinates ad-hoc examinations through the year. Examination periods are published on an annual basis in advance of each academic session and specific timetables will be available with at least one month's notice. Candidates who are unable to attend an examination because of illness or any other mitigating circumstance must follow Edge Hill University's procedures for the Notification of Exceptional Mitigating Circumstances. For more information on examinations please visit: <https://www.edgehill.ac.uk/registry/assessment-and-results/examinations/>

Experiencing Difficulties

Sometimes, students encounter circumstances that make it difficult for them to successfully undertake their studies. Should this happen to you, we urge you to take advice and support from staff and not to undertake challenging times alone. Academic Registry offers a number of schemes to support you through these periods.

Exceptional Mitigating Circumstances (Module Assessments)

Where a student experiences difficulties in meeting assessment deadlines, they should contact the relevant module tutor(s) in the first instance in order to try and arrange a suitable extension. However, where an extension fails to solve the problem or where timing is such that an extension is not possible, students should follow the procedure set out for submitting an EMC notification which is effect an application to defer the assessment until a later point with no academic penalty applied to the final mark. EMC notifications will be viewed by a Faculty based panel and, to be fair to all students, will be assessed on the basis of the evidence submitted to support the application. More details can be viewed at: <https://www.edgehill.ac.uk/registry/difficulties/exceptional-mitigating-circumstances/>

Interruption (Suspension of Studies)

If you experience serious personal, medical or financial issues during your study, you can apply to interrupt your studies for a specific period of time. Interruption is most appropriate in cases where a short deferral available through the EMC scheme would not suffice. Interruption is only approved where the appropriate application has been completed and authorised, for more information please visit: <https://www.edgehill.ac.uk/registry/interruption-taking-time-out/>

Repeat Year

Where the position is such that a whole year has been impacted on or where timing is such that a repeat year would be desirable, students may apply to repeat a level. Students do not have a 'right' to repeat the year and are required to submit an application which will be judged by the evidence provided in support of the application. In repeating the year students must pay tuition fees again it is therefore essential that students give full consideration to the financial implications before requesting to repeat the year. For more details visit: <https://www.edgehill.ac.uk/registry/repeating-years/>

Withdrawal

We want our students to experience the highest quality teaching and learning while at Edge Hill.

However, sometimes students may face personal or programme-related difficulties that affect their ability to continue with their programme.

If you are considering withdrawing from your programme, we strongly advise you to talk to us first. We may be able to resolve your difficulties without you leaving your programme.

Your personal tutor or a member of staff from Student Services or Academic Registry are available for advice and can tell you about the alternatives to programme withdrawal, such as taking time out or transferring to another programme or mode of study. They can also put you in contact with other services as appropriate.

If you do eventually decide to withdraw from a programme, you should obtain a withdrawal form from Academic Records and return the completed form to Academic Registry for processing. Please also read the Tuition Fees Policy Statement for the relevant academic year.

Results and Appeals

All assessment results will be subject to ratification by a Progression or Award Board prior to being released to students. Results will be made available online via the Student Homepage and a full schedule of publication dates is available at:

<https://www.edgehill.ac.uk/registry/results-publishing-dates/>

Students do have the right to appeal against results outcomes if the grounds for appeal are met. Broadly speaking, grounds should relate to maladministration, irregularity of process or exceptional circumstances not made known to the Board in time, for good reason. Appeals are not permitted on the grounds of disputing academic judgement. All results letters issued to students will stipulate a deadline by which appeals must be received. More information is available at: <https://www.edgehill.ac.uk/registry/academic-appeals/>

Ceremonies and Certificates

Graduation ceremonies will be held at Edge Hill's Ormskirk Campus in July and December of each year. Invitations for July graduations are issued in April and invitations for December graduations are issued in October. The University works to a five year plan for graduation, dates can be accessed at: <https://www.edgehill.ac.uk/registry/files/2018/01/Academic-Calendar-2017-18-to-2021-22ii.pdf>

Please note that where dates are provisional this will be indicated.

Certificates are produced, logged and dispatched by the Academic Registry. Certificates are typically issued in the month following the award ceremony (August and January) although activity in this area is ongoing throughout the year.

Charges for duplicate information

All relevant documentation will be supplied to students free of charge in the initial instance. Where duplicates are requested, a fee will be charged and a schedule of these fees is published on the Registry web pages at: <https://www.edgehill.ac.uk/finance/files/2014/02/Ancillary-Charges.pdf>

Items that will be charged for if a duplicate is requested include: Enrolment Letter, Unicard, Academic Transcript, Degree Certificate and Diploma Supplement.

Further Information and Contacts

<https://www.edgehill.ac.uk/registry/>

Academic Records Team

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Assessment & Awards Team

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Data Management and User Support

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