

Enrolment Guide 2009

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Additional information for arrival and familiarity with Aston University and its facilities, along with important information on payment of fees and sanctions is available in our [online guide](#).

1. The enrolment process: an overview

For the majority of full-time students, Enrolment takes place in the week before the first week of the autumn term. The process of Enrolment involves both your academic School of Study or the Interdisciplinary Studies Unit, and the Registry, which is the central administrative department responsible for the Enrolment of students at the University. As well as formally admitting you as a student of the University, we also use Enrolment to update our records of individual students and to provide you with an opportunity to complete as many of the necessary administrative procedures as possible.

As part of the Enrolment process, students are required to abide by the University's regulations pertaining to students, as may be amended from time to time. Your School will provide you with copies of Regulations and/or Codes of Practice directly relevant to your programme of study. See details of other University Regulations, Policy Statements, Guidelines and Codes of Practice.

Please note that when you enrol as a student of the University, you agree to comply with the University's Regulations, Policies, Codes of Practice and Guidelines, and it is your responsibility to ensure that you are aware of the contents of these documents.

Before enrolling at the University, you will need to check and update your personal record on-line, via our student portal, "MAP". From the beginning of September onwards you will be sent an e-mail with your MAP login details. These login details are personal to you and will be used throughout your studies at Aston University, so please keep them safe.

If you have not sent us an e-mail address, or if it has changed since you originally applied, please contact the admissions staff for your programme immediately. Their contact details will be on any offer letter you have received from us, or may be found on our [course listings](#).

Once you have completed this initial stage of enrolment you will gain more access to the University Portal and be able to perform other tasks, such as upload a photograph for your ID card, register with the library or request registration letters. Step-by-step instructions will be given in MAP itself.

You must complete this initial on-line stage on MAP before attending an enrolment session at the University.

When you arrive at the University, your School of Study/Interdisciplinary Studies will give you information about your Aston Welcome programme, which will include a specific time to attend a University Enrolment Session. If you have not already completed your initial enrolment via MAP, staff in your School of Study/Interdisciplinary Studies can direct you to one of our many PC labs where you will be able to access MAP.

University Enrolment Sessions will be held in room G63 on the Ground Floor of the Main Building during the Aston Welcome week before the start of the autumn term for the majority of 2009 new entrants. You should ensure that you arrive at the correct time and that you have your student number, qualifications and proof of identity available. After Enrolment you will be able to register with the University Health Centre and the campus dentist, if you so choose.

During the University Enrolment Session we will:

- check your entry qualifications – please bring originals
- check your personal identity
- confirm that the information held about you on the University student record system is correct and collect additional information, where necessary
- confirm your home or overseas tuition fees status
- confirm who is paying your tuition fees and the arrangements in place for payment
- Issue you with your University Smart Campus Card
- If applicable, confirm your details for electronic payment of student financial support by the Student Loans Company or issue you with your NHS bursary cheque (NHS funded students only)
- provide an opportunity for you to register with the University Health Centre and/or the campus dentist

Further information on each stage, including details of the documentation you will need to bring with you to enrol, or any action you may need to take before you enrol at the University is provided in Section 2 of this guide.

There will be Student Help Desks situated in key locations during the days of Enrolment. Help Desk staff can help with directions, enrolment queries and other worries which might crop up. If your problem is complex, they will offer to take you to see one of the professional Advisers in the Students' Advice and Representation Centre, in the Students' Guild.

2. The enrolment process in detail: what you need to do

2.1 Prior to Enrolment at Aston

a. All students

You must complete the online stage of enrolment, via MAP before attending a University Enrolment Session. You will not be allowed into your scheduled session if you have not completed this stage and will instead be sent to one of Aston's PC labs to log into MAP. You will then be given an alternative enrolment session time to attend, but this will delay your enrolment with us.

b. UK/EU undergraduates only

If you are a UK/EU undergraduate who is eligible to apply for student financial support, you should have already applied to the Award Authority for the area in which you live, as indicated below.

If your home is in England or Wales

If you have not already applied for student financial support, you can apply online at <http://www.studentfinancedirect.co.uk/>. For a paper application form, you will need to contact your Local Authority (LA). Your LA can also advise you whether you are entitled to financial support. An [LA contact finder](#) is available online.

Other sources of information about student financial support are:

The Student Finance Direct Customer Support Office

Telephone: 08456 077577 (6am to midnight every day)

The Department for Innovation

Universities and Skills (DIUS) helpline: 01325 392822, (10am to 4pm, Mon to Fri) The DIUS also publishes a guide; 'Financial support for higher education students: Guide for 09/10' which you can obtain by phoning 0800 7319133.

If your home is in Scotland

Your Award Authority can be contacted at:

The Student Awards Agency for Scotland (SAAS)

Gyleview House

3 Redheughs Rigg

Edinburgh EH12 9HH

Telephone: 0845 111 1711

Email: saas.geu@scotland.gsi.gov.uk

And you can apply online via the website: www.student-support-saas.gov.uk

If your home is in Northern Ireland:

Your Award Authority can be contacted at:

Student Support Branch

Department for Employment and Learning (Northern Ireland)

Adelaide House

39/49 Adelaide Street

Belfast BT2 8FD

Telephone: 028 9025 7777

Website: <http://www.delni.gov.uk/index/funding-support.htm>

If your home is in Europe but outside the UK

You should contact:

The European Team

Department for Education and Skills

2F - Area B

Mowden Hall

Staindrop Road

Darlington DL3 9BG

UK

Telephone: +44 (0) 1325 391199

Email: EUTeam@dfes.gsi.gov.uk

Website:

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/StudentsFromOtherEUCountries/index.htm>

If you wish to take out a student loan to help with your fees and living costs, you should complete the support request section of the application form for your Award Authority. When your Award Authority has assessed your application, it will notify you in writing of the amount of financial support you will receive and details of the loan for your fees. The letter may be called a 'support notice', a 'support notification', a 'financial assessment' or something similar, but if it includes details of the amount of fees being paid to the University on your behalf (even if this is £0 and/or is a 'provisional' assessment). We receive a copy of this electronically from the

Student Loans Company, so there is no need for you to post a copy to us. However, you may wish to bring your copy to your University Enrolment Session, just in case, particularly if it has been amended from any initial assessment.

If you have applied for, and have been notified that you are eligible to take out, a student loan, you should also:

- i. Advise the Student Loans Company (SLC) of your bank/building society account details by completing the bank/building society form provided by the SLC or telephone the SLC helpline (telephone: 0845 6077577). If you do not have a bank/building society account, you need to apply for an account at least three weeks before you enrol;
- ii. Advise your Award Authority (ie Local Authority, Student Awards Agency for Scotland or Department for Employment and Learning for Northern Ireland, as appropriate) immediately if you have changed institution to Aston, so that your student financial support payment is not delayed;
- iii. Bring a copy of the Payment Schedule letter, advising you how much you will be paid and when payments will be made, with you to Enrolment.

If you have completed and returned all documentation to the SLC and have not received a Payment Schedule letter at least 14 days before the start of term, contact the SLC helpline (telephone: 0845 6077577).

You should ensure that all your documentation (identity, qualifications, student financial support application) details your name in exactly the same way or that you have an official document (eg marriage certificate; change of name document – see section 2.2b below) to explain any differences.

2.2 The University Enrolment Sessions and Documentation Required

KEY NOTE

We will need your student number to access your student record at the University Enrolment Session in room G63. Please ensure you remember your number or have it with you when you enrol.

a. Personal identity

The first thing we will check at the University's Enrolment session is your personal identity. In order to do this, we require you to bring your valid full passport to the University Enrolment Session. Exceptionally, UK students without a passport may present their original birth/adoption certificate or a DVLA Photo card Driving Licence, and non-UK EU students may present their national identity card.

KEY NOTE

It is essential that you bring the required proof of your identity to Enrolment as we cannot enrol you as a student without it. If you have to return at a later date to provide proof, this could significantly delay your start at Aston.

Until you are enrolled, you will not be eligible to be issued with a Smart Campus Card, nor be considered a student of Aston University. If you are eligible for student financial support from the Student Loans Company, we will not be able to confirm that you have started your studies and payment into your account will be delayed.

Action you may need to take before Enrolment

If the name in your passport (or on your UK birth certificate/EU national identity card) is no longer the name you are known by and does not therefore correspond with the name on your qualifications and/or other formal documentation (eg UCAS form), you will need to bring with you a statutory declaration confirming that you have adopted a new name. Please note that a letter from a responsible person confirming your name change is not sufficient for our purposes.

Statutory declaration forms are available from the Citizens' Advice Bureau or from the University's Students' Advice and Representation Centre on the first floor of the Students' Guild. When completed, the form needs to be signed by a magistrate or solicitor who will make a nominal charge for the service. Please note that we do not require a formal change of name deed poll although, if you already have such a document, this will suffice.

You should be aware that the name you enrol under is the name that will ultimately appear on your degree certificate and transcript of grades. Some professional bodies expect the names on your degree certificate to exactly match those on your birth/adoption certificate.

If you need to send your passport to the Home Office (for example if you need to renew a visa to stay in the UK), you can arrange for either our Registry staff or the University's Students'

Advice and Representation Centre to check your passport before sending it off. They will then issue you with a certified copy which you can bring to your University Enrolment Session as proof of your ID. If you have already sent your passport to the Home Office, please contact them as soon as possible and inform them of when you will need it returned. If they are unable to return it in time for your enrolment, please ask them to send you a certified copy, confirming that they hold the original.

b. Proof of Qualifications

If you fall into **any** of the following categories you will need to provide proof of the qualifications on which your offer of a place is based:

- UCAS undergraduate entrant who obtained either all or part of their entry qualifications prior to December 2008
- UCAS undergraduate entrant who sat examinations outside the UK
- UCAS undergraduate entrant who sat examinations **other than** A levels, AS levels or Double Awards in the UK in December 2008 or June 2009
- Non-UCAS undergraduate entrant
- Postgraduate entrant whose **original** qualifications have not already been checked by the School

'Proof' of your qualifications includes the original notification of results from Examination Boards or original certificates (photocopies are not acceptable). Please note that the results for UCAS entrants who sat their GCE/VCE A levels, AS levels or Double Awards examinations in the UK in December 2008 or June 2009 are communicated to us electronically by UCAS who receive the information directly from the Examination Boards. You will need to show proof of all other examination results.

If your qualifications are in a foreign language, we will need to see a certified English translation of them. A 'certified' translation is one which has been stamped and signed as being a certified translation of the original by an official, such as a doctor, lawyer, teacher, lecturer, civil servant, police officer or by a state authority. The person certifying the copy must provide their name, address and telephone number.

KEY NOTE

Unless you took your A levels, AS levels or Double Award examinations in the UK in December 2008 or June 2009, or your original qualifications have already been checked by your School/Interdisciplinary Studies, it is essential that you show proof of the qualifications on which the offer of your place has been based. Failure to do so will mean that you cannot be considered to have satisfied the conditions for entry to the University. If in any doubt, bring all your qualification certificates with you, just in case.

Action you may need to take before Enrolment

If you do not already have the required proof of your qualifications, you are strongly advised to contact your former school/college/university/examination board as soon as possible to ensure that you have the paperwork in time for Enrolment at Aston.

c. Home or Overseas Status for Tuition Fees Purposes

At the University Enrolment session, we will also verify your home or overseas status for tuition fees purposes. As a brief guide, to be eligible for home fees status you must be 'settled' in the UK/EU on the relevant date (ie have no immigration restriction on the length of your stay in the UK) *and* have been 'ordinarily resident' in the UK/EU for the full 3 year period before the relevant date. The 'relevant date' is one of 1 September, 1 January or 1 April - whichever is closest to the start date of your course. For example, if your course begins in September /October 2009, you must have been ordinarily resident in the UK/EU from 1 September 2006 onwards. In addition, the main purpose for your residence in the UK/EU must not have been to receive full-time education during any part of the 3 year period.

In most cases where there is perceived ambiguity from the application form over fee status, further assessment may have been conducted by Registry staff prior to enrolment. If you have received written confirmation of your status from the University, please bring this letter with you to the University Enrolment Session.

Sometimes, we do not have all of the information necessary to make a decision at Enrolment and we may ask you to provide further documentation on another day. If you have any paperwork which may be relevant to your fees status (eg correspondence from the Home Office confirming your immigration status), please bring it with you when you attend the University Enrolment Session.

Further guidance on home/overseas status for tuition fees purposes is available on the web pages for the UK Council for International Student Affairs (UKCISA) at www.ukcisa.org.uk (follow the 'Advice for students' link).

You may also wish to take [our on-line self-assessment guide](#).

However please note that any assessment suggested on-line **does not constitute confirmation of your final fee status**. If in any doubt as to your fees status, please contact the Registry prior to Enrolment.

KEY NOTE

Unless you have received prior written confirmation of your fees status from the Registry, your home/overseas fees status is not confirmed until verified by an Assessor at Enrolment. If there is any uncertainty concerning your home/overseas status for fees purposes, you should contact the Registry as soon as possible for an assessment.

Action you may need to take before Enrolment

If you are unsure about your home/overseas status for fees purposes, please contact the Registry for an assessment:

Admissions Registry
Aston University
Aston Triangle
Birmingham
B4 7ET
UK
Telephone: 0121 204 4674
Email: c.evans@aston.ac.uk

If you have received a letter from the Registry requiring further details to assess your tuition fee status, please ensure that you return the information promptly as this will save you time during Enrolment and also ensure that we invoice you or your sponsor for the correct amount.

d. Payment of Tuition Fees

The schedule of Tuition Fees details the fee due for each programme of study in 2009/0. Please note that this is an annual fee, subject to increase each year. There are different procedures to be followed for the payment of your tuition fees according to your source of funding and programme of study, full details of which are available via [the online Finance Guide](#).

You will need to read the details on payment of tuition and residence fees that are relevant to your study and arrange one of the payment methods available. If you require the guide in an alternative format, please contact:

Credit Control Section
Finance Department
Aston University
Aston Triangle
Birmingham
B4 7ET
UK
Tel: 0121 204 4355
Email: creditcontrol@aston.ac.uk

KEY NOTE

You must refer to the on-line Finance guide at www.aston.ac.uk/new-students/financeguide for all information regarding payment of tuition and residence fees, bursaries and awards and sanctions.

At Enrolment, we will ask you who is paying your tuition fees. If you are a UK/EU undergraduate, you may have an award or loan from your Local Authority, the Student Loans Company, the Student Awards Agency for Scotland, the Department for Employment and Learning (Northern Ireland), or the Department for Education and Skills EU Team, as appropriate, which confirms how much, if any, of your fees will be paid to the University on your behalf, and any student loan for fees. We should have received confirmation of this via the relevant authority, but please bring a copy of the letter with you to your University Enrolment Session, just in case.

If your tuition fees are being paid by a sponsoring organisation (e.g. your employer), you should already have sent a copy of the letter confirming sponsorship to the Credit Control Section of our Finance Department (see above for address details). If you have not done so by 1st September, please bring a copy of the letter with you.

KEY NOTE

In order to have *prior* financial clearance for Enrolment, you can pay your tuition fees by 1 September 2009 or provide the Finance Department with confirmation of who is paying your fees. If you have not done so, you must bring appropriate confirmation of payment to your University Enrolment Session.

Action you may need to take before Enrolment

If you have any queries about payment methods, please contact the Credit Control Section of the Finance Department (details above). If you are uncertain about your home/overseas status for tuition fees purposes, please contact the Registry (see Section c above for further information about this subject).

If you have not already done so, and if you are an eligible undergraduate, you should apply to your Award Authority for student financial support (see Section 2.1b above for further information).

e. Issue of Smart Campus Card

After we have checked your identity and qualifications and updated your student record details by entering new or amended information onto our computer system, we will issue you with a Smart Campus Card. The Card acts as your University Identity, Library, Sports Hall, Student Guild Card and can also be encoded for use with access control systems, used on all major buildings and by some Schools of Study to regulate access to their corridors or buildings. In some circumstances, for example if you have not shown the required identity documentation or if you are a late applicant and we do not already have a student record for you, your Smart Campus Card will not be issued at Enrolment.

KEY NOTE

In order to ensure that your Smart Campus Card is available for collection at Enrolment, you will need to send us a digital photograph via MAP. Details of how to do this will be shown on MAP once you have completed your initial on-line enrolment stage.

Action you should take before Enrolment

If you have not already sent a digital photograph for your Smart Campus Card, log in to MAP and complete all the necessary stages.

e. Financial Support: UK Undergraduates

If you have applied and are eligible for student financial support, payment will be made by electronic transfer to your bank or building society account, usually in three instalments. In order for this to happen, you must have notified the Student Loans Company (SLC) of your bank/building society account details and we will need to see your Payment Schedule notification, issued by the SLC, when you enrol. We will then advise the SLC that you have started your studies and they will make payment directly into your account. The payment will

probably be in your account within three to four days of enrolling with the University, depending on your time of enrolment.

KEY NOTE

If you change your bank details, you will need to notify the Student Loans Company telephone: 0845 6077577

Action you should take before Enrolment

If you haven't opened a bank or building society account, you will need to apply for one. Further details about the arrangements for the payment of student financial support is available from the Student Loans Company or other financial advice bodies as detailed in Section 2.1b above.

f. Registration with the University Health Centre

Once you have completed the Enrolment process, you will have the opportunity to register with the University Health Centre. If you choose to do so, and you have a UK medical card which has your NHS number printed on it, please bring this with you. If you do not have access to your medical card, or have not previously been registered with a GP in the UK, then please complete an NHS GMS 1 form.

3. Term dates

Details of standard term dates over the next few years may be found [on the website](#).

Some programmes may have extended term dates and your programme area will advise you if this is the case.

The 2009/0 standard term dates are as follows:

Welcome Aston International	22 September 2009
Welcome Aston	27 September 2009
First Term	4 October to 19 December 2009
Second Term	13 January to 27 March 2010
Third Term	18 April to 15 June 2010

4. Declaration

As part of the MAP and University Enrolment Session process, you will be required to declare that you:

- certify that the information provided is correct
- undertake to pay all fees due to the University should your sponsor (if any) fail to do so
- agree to conform to the Statutes, Ordinances, Regulations and Codes of Practice of the University
- acknowledge that the University shall be the owner of all rights, including intellectual property rights, subsisting in inventions, computer programs and data that arise out of studies or research and agree to assign such rights to the University
- agree to comply with all aspects of copyright law and to the terms and conditions in all licence agreements when using all printed, electronic, audio-visual, or other materials provided by, or through, or used on the premises of, Aston University
- agree that the University's Careers Service may contact you after graduation in order to collect first destination information for the Destinations of Leavers from Higher Education survey *unless* you inform the Careers Service to the contrary before leaving the University
- agree to the University holding and processing personal data about you under the Data Protection Act 1998.

If you are unable to commit to the agreements then you will not be eligible to enrol. Your decision to enrol at Aston University constitutes your agreement to these conditions.

Further information about the policies referred to above can be found on the [University's student web pages](#).

Please note that when you enrol as a student of the University, you agree to comply with the University's Regulations, Policies, Codes of Practice and Guidelines, and it is your responsibility to ensure that you are aware of the contents of these documents.

5. Checklists

5.1 Checklist of things to do prior to Enrolment

Have you ...

- ensured you have original certificates/confirmation of results slips for your qualifications?
- checked the name in your passport (or on your birth certificate/DVLA Photocard Driving Licence/EU national identity card) matches the name on your application and qualifications?
- contacted Registry if in doubt over your home or overseas status for tuition fees purposes, or ensured that you have all of the relevant paperwork (eg correspondence from the Home Office) available?
- made arrangements to pay your tuition fees in accordance with the guidance provided in the on-line Finance Guide?
- applied to your Award Authority for student financial support, if applicable?
- sent a copy of the letter confirming payment of fees by a sponsoring organisation (e.g. your employer), if applicable, to the Finance Department?
- downloaded a digital photograph for your Smart Campus Card via MAP?
- opened a bank/building society account and notified the Student Loans Company of the account details?
- Ensured you have a UK medical card or completed the NHS GMS 1 form if you wish to register with the University Health Centre?

5.2 Checklist of items to bring to the University Enrolment Session in G63

Have you brought ...

- your valid full passport (or, if not available, UK birth certificate/DVLA Photocard Driving Licence/EU national identity card)?
- original certificates/confirmation of results slips for all entry qualifications other than A levels, AS levels or Double Awards examinations sat in the UK in December 2008 or June 2009?
- a letter from Registry, if appropriate, confirming home or overseas status for tuition fees purposes, or relevant paperwork (e.g. from Home Office)?
- confirmation of arrangements for payment of tuition fees?
- your letter, if applicable, from Award Authority or sponsorship
- letter confirming the amount of fees being paid on your behalf?
- Payment Schedule notification, if applicable, issued by the Student Loans Company?