

Non-Standard Students – Procedures

1. Occasional Students

Definition –

A student who is studying for credit and liable to pay a pro-rata fee at the University of Bristol, and is not administered by the International Office, i.e. is not on an exchange or study abroad arrangement. The credit may be counted towards a UoB qualification. These students are returned to external agencies, including HESA and HEFCE.

Coding convention –

*UOC1N01 – UG Occasional student in the Faculty of ***

*TOC1N01 – PGT Occasional student in the Faculty of ***

*ROC1N01 – PGR Occasional student in the Faculty of ***

Registration –

Occasional students should apply to study on the chosen units in the same way that a part-time student would, using an application form provided by the Faculty Office.

Faculties are responsible for ensuring that the following tasks are carried out. Faculties should establish local protocols specifying which tasks will be carried out by the Faculty Office and which by the School/Graduate School:

- I. securing approval for the proposed programme of study
- II. confirming acceptance to the student
- III. confirming details of the units to be taken for credit
- IV. creating a record on SITS and entering the student's personal details
- V. recording the student's units on SITS
- VI. sending pre-arrival information to the student, including registration details
- VII. calculating the amount of tuition fee payable, setting up 'fees due' records in SITS and liaising with the Income Office to invoice the student
- VIII. completion of registration processes on arrival, including issuing of student card
- IX. induction

Fees –

The tuition fee will be calculated on a pro-rata basis as follows –

Example: if the fee for a one-year postgraduate programme is £2940 for 180 credits, the fee for a student undertaking 2 x 20 credits from the programme would be calculated as follows:

$$180 / 20 = 9$$

$$£2950 / 9 = £327 \text{ per } 20 \text{ credit unit}$$

$$\text{Total} = £654 \text{ for } 40 \text{ credits}$$

Awards –

The students will be examined and awarded credits / awards by a Faculty Board of Examiners.

- a) The records for any students who are not to be given an "official" award will be picked up by the Examinations Office, who will check that all units have marks attached, and an award of OC input to each student record. The Examinations Office will also make these students "successful".
- b) Should the student accumulate enough credits to gain an award, the Faculty Office must transfer the student on to the relevant programme and inform the Examinations Office so that they can create an award record.

Visa implications –

Students from outside the EU will need a visa. In most cases the short term study visa will be the most appropriate visa. Please note that short term study visas are valid for a maximum of six months and cannot be extended in the UK. The Faculty office will need to issue a short term study/student visitor letter in these cases. Research students who are coming to the UK as part of their research degree abroad and who are intending to stay for more than six months will need a Tier 4 student visa. The Faculty Office will need to issue a CAS for this category of student, see the [CAS guidance](#) for details.

Further information can be found on the [International Student Visa Advice and Compliance Team webpages](#).

Council Tax implications –

Occasional students do not meet the criteria for exemption from Council Tax.

2. Visiting Students

Definition –

A student who is NOT studying for credit and is not administered by the International Office, i.e. is not on an exchange or study abroad arrangement. The student may or may not be registered at an HE institution elsewhere but is not seeking to gain credit or undergo formal assessment.

No credit can be awarded.

These students are NOT returned to external agencies, including HESA and HEFCE.

Coding convention –

*UVS1N01 – UG Visiting student in the Faculty of ***

*TVS1N01 – PGT Visiting student in the Faculty of ***

*RVS1N01 – PGR Visiting student in the Faculty of ***

Registration –

Visiting students should apply to study on the chosen units in the same way that a part-time student would, using an application form provided by the Faculty Office.

Faculties are responsible for ensuring that the following tasks are carried out. Faculties should establish local protocols specifying which tasks will be carried out by the Faculty Office and which by the School/Graduate School:

- I. securing approval for the proposed programme of study
- II. confirming acceptance to the student
- III. creating a record on SITS and entering the student's personal details
- IV. sending pre-arrival information to the student, including registration details
- V. where appropriate, calculating the amount of tuition fee payable, setting up 'fees due' records in SITS and liaising with the Income Office to invoice the student
- VI. completion of registration processes on arrival, including issuing of student card
- VII. induction

Fees –

Wherever appropriate, a fee should be charged, based on the amount of tuition and supervision that the student is expected to receive and/or the facilities and equipment to be made available. This may be described as a registration fee or a bench fee. The faculty may exercise its discretion to waive the fee entirely, e.g. where reciprocal arrangements exist, or where funding is provided by a collaborative research grant.

Awards –

The Examinations Office will pick up the records for all students, apply an award of VS and make the student "successful" at the end of June / beginning of July each year.

Visa implications –

Students from outside the EU will need a visa. In most cases the short term study visa will be the most appropriate visa. Please note that short term study visas are valid for a maximum of six months and cannot be extended in the UK. The Faculty office will need to issue a short term study/student visitor letter in these cases. Research students who are coming to the UK as part of their research degree abroad and who are intending to stay for more than six months will need a Tier 4 student visa. The Faculty Office will need to issue a CAS for this category of student, see the [CAS guidance](#) for details.

Further information can be found on the [International Student Visa Advice and Compliance Team webpages](#).

Council Tax implications –

Visiting students do not meet the criteria for exemption from Council Tax.

3. Non-Bristol (franchise) Students

Definition –

A student who is studying at another institution and taking UoB units as part of a franchise arrangement. A fee may be charged depending on the nature of the franchise agreement. The student's 'home' institution, NOT UoB, is responsible for returning these students to external agencies.

Coding convention –

*UNO1N01 – UG Non-Bristol student studying in the Faculty of ***

*TNO1N01 – PGT Non-Bristol student studying in the Faculty of ***

*RNO1N01 – PGR Non-Bristol student studying in the Faculty of ***

Registration –

Non-Bristol students should be administered by the school responsible for the franchise programme.

Faculties are responsible for ensuring that the following tasks are carried out. Faculties should establish local protocols specifying which tasks will be carried out by the Faculty Office and which by the School/Graduate School:

- I. liaison with the franchise partner
- II. securing approval for the proposed programme of study
- III. confirming acceptance to the student
- IV. confirming details of the units to be taken for credit
- V. creating a record on SITS and entering the student's personal details
- VI. recording the student's units on SITS
- VII. sending pre-arrival information to the student, including registration details
- VIII. where appropriate, calculating the amount of tuition fee payable, setting up 'fees due' records in SITS and liaising with the Income Office to invoice the student
- IX. completion of registration processes on arrival, including issuing of student card
- X. induction

Fees –

Where a tuition fee is payable, it will be calculated on a pro-rata basis as follows –

Example: if the fee for a one-year postgraduate programme is £2940 for 180 credits, the fee for a student undertaking 2 x 20 credits from the programme would be calculated as follows:

$$180 / 20 = 9$$

$$£2950 / 9 = £327 \text{ per } 20 \text{ credit unit}$$

$$\text{Total} = £654 \text{ for } 40 \text{ credits}$$

Awards –

The students will be examined and awarded credit by a Faculty Board of Examiners. The credit is recorded for internal/transcript purposes only. It is the student's 'home' institution's responsibility to report credit to external agencies. The Examinations Office will pick up any records for non-Bristol students due to complete their studies, apply an award of NO and make the records "successful".

Council Tax implications –

Franchise students do not meet the criteria for exemption from Council Tax.