

## HE TERMS AND CONDITIONS OF ENROLMENT

In becoming a student at The Northern School of Art [The School], you agree to the various terms and conditions of enrolment at The School. This includes accepting the regulations of The School, and its policies and procedures. You will be required to confirm this when you formally enrol with us.

Our Policies and Procedures page on our [website](#) sets these out in:

- **HE - POLICIES AND PROCEDURES HANDBOOK**
- **STUDENT PROTECTION PLAN**

You are strongly advised to review these documents on our website to ensure that you understand the nature of the contract between you and The School. These policies and procedures cover (but are not limited to) the following key areas:

- Academic Regulations
- Assessment Regulations
- Quality Assurance
- Academic Dishonesty
- Academic Appeals
- Fees Charges and Compensation
- Admissions and enrolment
- Programme transfer and changes
- Attendance

Our IT & Library Policies and Procedures are available to read on our [Policies and Procedures page](#).

You should also read our [Undergraduate Student Charter](#), which is available on our website.

The following gives a summary of some key information.

### HE STUDENT ATTENDANCE

Whilst our programmes are designed to encourage and support independent learning, you need to demonstrate effective engagement with the programme throughout your studies. All students are expected to demonstrate attendance and engagement consistent with a full-time programme of degree-level study, as outlined in the [HE Student Attendance and Engagement Procedure](#). This forms part of the contract between the student and The School. In particular, it is recognised that the development of effective skills in collaborative and co-operative working is key to successful engagement and it is essential that students develop the ability to work with, and alongside, others. Although all modules include elements of independent and off-site learning; tutorial monitoring, feedback and skills development are integral to the delivery of modules and to students' progress. Patterns of attendance which may indicate causes for concern will always be investigated, and action may be taken against students who do not meet the attendance expectations.

### FEES & CHARGES

Once you have commenced a programme, The School will not increase the fee in subsequent years of the planned programme (assuming continuous study) higher than the available Student Loan Company (SLC) funding limit. You should note in particular:

- the fees you pay for the programme give you access to the teaching, assessment and resources necessary to complete your programme satisfactorily. If you have not paid your fees for the programme, or agreed a payment plan, you may be barred from accessing resources (including the Library and academic IT resources); and if this situation continues, you may be barred from teaching and assessment.
- If you have outstanding academic debts to The School, and have not agreed a satisfactory payment plan, you may not be permitted to enrol for subsequent years of study. Academic debts include outstanding fee payments, or any money you owe for programme-related activities including educational visits, equipment you have bought from The School, or Library debts. Each case will be decided on its merits, but enrolment will not be withheld if your academic debt is less than £250.
- Any contract you hold for The School Student Accommodation is separate from your contract for learning and teaching, and debts will be treated separately.

## **EQUALITY & DIVERSITY**

The School takes equality and diversity very seriously and is committed to achieving fairness and equality for all who learn and work at The School. Its principles of equality and diversity are summarised as: The School is committed to the principles of equality and diversity and aims to ensure that all employees and The School users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## **ASSESSMENT REGULATIONS**

You will also be required to accept the relevant academic regulations for your level of study, including:

- the assessment regulations include the regulations on late submission of work;
- what happens if you fail a module;
- the conditions of progression to the next level of the programme; and
- the way in which your final award will be determined.

You should note in particular:

- You have to pass all the modules in each year to be permitted to progress to the next year of the programme.
- If you fail a module, you will be given one attempt to pass it. If you fail at the second attempt, you may be given a third opportunity, but this will depend on your overall profile of achievement.
- You may be required to undertake some retakes during the summer break.
- Your final undergraduate degree classification is based on your marks at Levels 5 and 6 (normally the second and third year of study), and your postgraduate degree classification is based on all your marks at Level 7.

## CHANGES TO YOUR OFFER

The offer we make you is made in good faith, and The School has every intention of honouring the commitment it has made. However, there may be occasions where we do need to make changes. For example, we may be required to respond to Government legislation or statutory requirements. On rare occasions, we may also wish to update our policies and procedures after the first UCAS Decline by Default date. This will only be done in consultation with the student body, and the student interest is always considered. If we do make changes of this type, we shall tell you as soon as possible. On very rare occasions, we may decide not to deliver a programme in a particular year. This might happen if, for instance, the minimum number of students needed to ensure a good educational or student experience has not been met. If we do decide not to enrol students onto a particular programme, we shall make this decision by 15 May of the year, and we shall endeavour to offer you a place on another suitable programme. It is important that we make regular changes to programmes to ensure that they remain current, including the most up to date knowledge in the subject area, and also so that we take advantage of educational opportunities which arise. We also make changes in response to student feedback. For current students, starting a programme before September 2025, any changes are proposed by the programme team in consultation with the student cohort, and approved by a central School committee and (if relevant) our validating partner, Arts University Bournemouth, which always considers the impact on the student experience. We shall always try to minimise any negative impact, and if any change of this type is necessary, we shall inform you as soon as possible.

The School was granted Degree Awarding Powers (DAPs) by the Office for Students in October 2024. This means that The School can now award its own degrees. While the impact on higher education students will be minimal, there are some things that new and existing students need to be aware of for the academic year 2025-26:

### New higher education students

- New students in September 2025 entering at level 4 (first year undergraduate) or at level 7 (postgraduate) will be enrol on a programme leading to a degree awarded by The Northern School of Art.
- New students in September 2025 entering at as a **direct entrant** to level 5 or 6 (first or second year undergraduate), either having transferred from another institution, or through being awarded accreditation of prior learning, will be enrolled on a programme leading to a degree awarded by our current validating partner the Arts University Bournemouth.

### Existing higher education students

- Existing students will continue on their programme leading to a degree awarded by our current validating partner the Arts University Bournemouth.
- Existing students Level 4 and Level 7 students who **intermit** during their studies in 2024-25 (i.e., students who takes a break from students to return in 2025-26), or students who are required to restudy a year, will be enrol on a programme leading to a degree awarded by The Northern School of Art.

If a student intermits their studies or is required to restudy a year, they will, of course, be offered advice and guidance.

There are some circumstances which are outside The School's reasonable control. These include an unexpected lack of funding, the departure of key members of staff whose knowledge is unique or not easily replaceable, industrial action, severe weather, fire, the failure of electricity or internet service, civil disorder, political unrest, government restrictions or serious concern about the transmission of serious illness making a programme unsafe to deliver. In these instances, The School will try to give you early notification of any changes to your offer / programme and will try to minimise the impact by identifying alternative ways of meeting your expectations, or providing compensation where it believes there is a fair case to do so.

### **REQUESTS FOR DEFERRAL OR WITHDRAWAL**

If an applicant wishes to request a deferral of entry to the following year, they should indicate this on their application form, or put a request in writing directly to HE Admissions as soon as possible after submitting an application. Requests for deferral after an offer has been made will be considered. Applicants should contact HE Admissions in writing or by email. Each deferral request will be considered on an individual basis. If you choose to defer you should be aware that future tuition fees may increase.

Applicants who wish to withdraw after an offer has been made must contact HE Admissions [studentrecruitment@northernart.ac.uk](mailto:studentrecruitment@northernart.ac.uk) providing the following information:

I give notice that I wish to defer/withdraw my offer of a place to study:

- Programme Title
- Name of Applicant
- Address of Applicant

The Northern School of Art contact details:

HE Admissions  
The Northern School of Art  
Church Street, Hartlepool  
TS24 7DR

Tel: 01429 422000

Email: [admissions@northernart.ac.uk](mailto:admissions@northernart.ac.uk)