Aston University

Enrolment Guide 2012

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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 on-line guide for new students at www.aston.ac.uk/new-students.

ENROLMENT ESSENTIALS

Things to do before enrolment

- ensure you have original certificates/confirmation of results slips for your qualifications
- check that the name on your ID matches the name on your application and qualifications
- contact Registry if you are unsure about your home or overseas status for tuition fees purposes
- make arrangements to pay your tuition fees in accordance with the guidance provided in the on-line Finance Guide
- apply to your Award Authority for student financial support, if applicable
- send a copy of the letter confirming payment of fees by a sponsoring organisation (e.g. your employer), if applicable, to the Finance Department (address in Appendix 1)
- upload a photograph through MAP (see Stage 2 of enrolment overleaf)
- open a bank/building society account (and notify the Student Loans Company of the account details, if applicable)
- ensure you have a UK medical card or completed the NHS GMS 1 form (if you wish to register with the University Health Centre)

Things to bring to Stage 3 of enrolment*

- ID
- Proof of qualifications (if applicable, see KEY NOTE on page 5)
- Confirmation of home or overseas status for tuition fee purposes (if applicable).
- Information about how you are going to pay your fees
- Your UK medical card, if you want to register with the University Health Centre
- Your Student Number

Further details about the things you should bring to enrolment are contained in section 2 of this guide

KEY NOTE
We will need your student number to access your student record at the University Enrolment Session in room G63. Please ensure you have it with you when you enrol. (FAQ 1)

***** Stage 3 of enrolment is also known as face-to-face enrolment which is held at the University. You are allocated a special time to do this and you can find out what time you have been allocated on MAP when you have finished Stage 1 of enrolment. (Further details about all the stages of enrolment are on the next page).

1. STAGES OF ENROLMENT

You will need to go through the following stages to complete University enrolment

	Stage 1	**Stage 2**	**Stage 3**	**Stage 4**
Home & EU students only	We will email your login details for the Aston University network and instructions on how to access MAP (My Aston Portal). You will need to access MAP to check and update the details that we have for you.	Upload a photograph through MAP. **You must do this before you can proceed to Stage 3.** The photograph will also be used for your Aston ID card.	You will be assigned a time to attend University Enrolment, this time will be shown on MAP. You must attend this enrolment session to be fully enrolled as a student of Aston University and to gain full access to University facilities.	
International students only	We will email your login details for the Aston University network and instructions on how to access MAP (My Aston Portal). You will need to access MAP to check and update the details that we have for you.	Upload a photograph through MAP. **You must do this before you can proceed to Stage 3.** The photograph will also be used for your Aston ID card.	Visit the Hub on the ground floor of the Main Building to have your passport scanned before you go to Stage 4 of enrolment.	You will be assigned a time to attend University Enrolment, this time will be shown on MAP. You must attend this enrolment session to be fully enrolled as a student of Aston University and to gain full access to University facilities.

2. THE ENROLMENT PROCESS IN DETAIL: AN OVERVIEW

As well as formally admitting you as a student of the University, we use Enrolment to update your records and to provide you with an opportunity to complete as many of the necessary administrative procedures as possible.

Before enrolling at the University, you will need to check and update your personal record on-line, via our student portal, MAP (My Aston Portal). This is stage 1 of the enrolment process. 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.

Once you have completed this Stage 1 of enrolment you will gain more access to MAP 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. Your Induction Timetable will also be available to view once you have uploaded your photograph.

When you arrive at the University, if you have not already completed your Stage 1 enrolment, staff in your School of Study 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 2012 new entrants. You should ensure that you **arrive at the time allocated to you** 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.

KEY NOTE
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 /email that you have received.

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 either the Hub or the Students' Guild.

Section 2 of this guide gives you further details of what will happen when you come for University Enrolment.

3. THE ENROLMENT PROCESS IN DETAIL: WHAT YOU NEED TO DO

3.1 Prior to Enrolment at Aston

a. All students

You must complete the Stage 1 of enrolment via MAP before attending a University Enrolment session. You will not be allowed into your scheduled enrolment 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 Students Loans Company (SLC) via your relevant Award Authority (details in Appendix 2).

You should bring any notification you receive about your loan with you to University enrolment.

KEY NOTE

You must bring the required proof of 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.

3.2 The University Enrolment Sessions and Documentation Required

The University Enrolment session is held in room G63, which is on the Ground Floor of the Main Building.

a. ID

The first thing we will check at the University's Enrolment session is your personal identity. The following documentation is acceptable:

- Passport, Travel Document or official UK immigration card
- UK Birth Certificate (issued with 12 months of birth)
- UK DVLA Photocard Driving Licence
- EU National Identity Card

If you are a home student and you are unable to produce any of the above, please contact the Registry Admissions team (details in Appendix 1) who will advise you on other acceptable forms of ID).

Action you may need to take before Enrolment

- If you have changed your name you must get a statutory declaration to bring with you to enrolment. (FAQ 2)
- If you are an international student who has had to send your passport to the Home Office go to the Hub and get your passport checked BEFORE you send it away.

b. Proof of Qualifications

You must show proof of your qualifications. This includes the original notification of results from Examination Boards or original certificates (photocopies are not acceptable). (FAQ 3)

If your qualifications are in a foreign language, we will need to see a certified English translation of them. (FAQ 4)

KEY NOTE

If you applied through UCAS and sat GCE/VCE A levels, AS levels or Double Awards, IB examinations in the UK in January or June 2012 your results are communicated to us electronically by UCAS who receive the information directly from the Examination Boards. You will not need to show proof of these results. However, you will need to show proof of any other examination results.

Action you may need to take before Enrolment

- Make sure that you obtain the required proof of qualifications from your former, school, college, university or examination board.

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. 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.

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, details at the end of this guide, as soon as possible for an assessment. (FAQ5)

d. Payment of Tuition Fees

At Enrolment, we will ask you who is paying your tuition fee. If you are a Home/EU undergraduate student and have an award or loan from the Student Loans Company, please bring notification of this with you.

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 (the address can be found at the end of this guide). If you have not sent it in by 1st September, please bring a copy of the letter with you to Enrolment.

KEY NOTE
You must refer to the on-line Finance guide for all information regarding payment of tuition and residence fees, bursaries and awards and sanctions.

Action you may need to take before Enrolment

- If you have any queries about how to pay your fees contact the Credit Control Section of the Finance Department (details are in Appendix 1) (FAQ 6)
- 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 Appendix 2 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.

NB All students at Aston University are required to provide a full face photograph for their student identity card. Head coverings for religious or medical reasons are allowed provided the face is fully visible. Security and examination requirements may mean that female students who choose to wear a niqab, burka or chador may occasionally be asked to remove them to have their identity confirmed. Anyone asked to remove their niqab, burka or chador must not refuse, but the process will be handled with respect and sensitivity in a female-only environment. A private room will be made available in order to undertake identity checks when necessary

KEY NOTE
In order to ensure that your Smart Campus Card is available for collection at Enrolment, you must complete Stage 2 of the enrolment process. Details of how to do this will be shown on MAP once you have completed Stage 1.

Action you should take before Enrolment

- Complete Stage 2 of Enrolment: upload a photograph via MAP

f. Financial Support: UK/EU 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 financial 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 should be in your bank account within three to five working 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.

g. 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 available on-line at:
http://www.nhs.uk/Servicedirectories/Documents/GMS1.pdf.

4. TERM DATES

Details of standard term dates over the next few years may be found on the website at http://www1.aston.ac.uk/about/calendar/termdates/.

Some programmes may have extended term dates and your programme area will advise you if this is the case. The 2012/3 standard term dates are as follows:

International Orientation Week	17 September 2012
Aston Welcome Week	23 September 2012
First Term	30 September to 15 December 2012
Second Term	6 January to 23 March 2013
Third Term	14 April to 8 June 2013*

*The third term begins with 2 teaching weeks

5. 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 through the following link: www.aston.ac.uk/new-students/regsandpolicies

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.

6. FREQUENTLY ASKED QUESTIONS

1. **Where can I find my student number?**

When you applied to the University you will have received letters and emails from the Admissions Team, your number will be found on any of this correspondence. Your student number will also have been contained in the email that was sent to you about enrolment.

2. **Why do I need a statutory declaration?**

If the name on your ID is no longer the name you are known by and does not 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.

3. **What will happen if I do not show proof of qualifications?**

Failure to show proof of qualifications 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.

4. **What is a certified translation?**

A 'certified' translation is one which has been stamped and signed as being a true 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.

5. **Will I be classed as home or overseas for tuition fee purposes?**

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 self-assessment guide on-line at http://www1.aston.ac.uk/new-students/finance/ but 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 Admissions Team in Registry, details are in Appendix 1.

If you have already received an email 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.

6. How do I pay my tuition fees?

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 at http://www1.aston.ac.uk/new-students/finance/

APPENDIX 1

USEFUL UNIVERSITY CONTACT ADDRESSESS

Admissions Team
Registry
Aston University
Birmingham
B4 7ET
Telephone: 0121 204 4674
Email: r.a.spurling@aston.ac.uk

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

APPENDIX 2

AWARD AUTHORITIES

If your home is in England:
If you have not already applied for student financial support, you can apply online at www.direct.gov.uk/studentfinance
Telephone: 0845 3005090

If your home is in Wales:
Your Award Authority can be contacted as follows and you can apply online via the website: www.studentfinancewales.co.uk
Telephone: 0845 602 8845

If your home is in Scotland:
Your Award Authority can be contacted as follows and you can apply online via the website: www.saas.gov.uk

The Student Awards Agency for Scotland (SAAS)
Gyleview House, 3 Redheughs Rigg, Edinburgh EH12 9HH
Telephone: 0300 555 0505

If your home is in Northern Ireland:
Your Award Authority can be contacted as follows:
Student Support Branch, Department for Employment and Learning (Northern Ireland)
Adelaide House, 39/49 Adelaide Street, Belfast BT2 8FD.Telephone: 028 9025 7777
Website: www.studentfinanceni.co.uk

If your home is in Europe but outside the UK:
You should contact:
Student Finance Services European Team
PO Box 89, Darlington, DL1 9AZ
Telephone: (+44) (0) 141 243 3570
Email: EU_Team@slc.co.uk
Website: www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/StudentsFromOtherEUCountries/index.htm