

R4. Regulation for Entry and Enrollment Requirements for Taught Programmes

1. General Enrollment Regulations

These regulations apply to all students on taught programmes of study leading to undergraduate, postgraduate awards.

CITY ULE maintains a student registry, which records student information at the beginning of their studies, their grades, their academic obligations, and any other information specified by the CITY ULE Regulations.

A candidate must have reached the age of 17 on the first day of the month in which their programme of study would commence. Candidates who have reached the age of 17 but not 18 will only be admitted with the written authorisation of an appropriate adult, normally their parent or guardian. Anyone who has not reached the age of 17 on the first day of the month in which their programme of study would commence will not be admitted without the Registrar, or their nominee, being made aware of such admission and must obtain the written authorisation of an appropriate adult, normally their parent or guardian and inform the Registrar, in writing, of such authorisation. Prospective students between the ages of 16 and 17 will be admitted only where they can demonstrate the ability to live independently in the University community. If assessments of this ability are inconclusive, admission may be deferred. Students who are under the age of 18 at the time of registration will be required to sign an undertaking with the University which outlines how the University will engage with them differently until they have reached the age of 18.

Enrolment periods for awards relating to taught programmes are set out in the relevant programme specification, as approved by the CITY ULE Education Committee. This includes parameters for reductions (through application of the Policy on the Recognition of Prior Learning and the award of credit) and extensions.

Programme requirements, including variations to enrolment requirements, are as approved by the CITY ULE Education Committee on the recommendation of the Departmental Academic Board concerned. These are set out in relevant departmental documents.

Students enrolled for an award may only be enrolled at the same time for a qualification at this or another institution if such enrollment forms part of an approved programme of study involving another institution or institutions.

Students are not permitted to count the same period of enrolment for more than one award/scholarship.

Students enrolled on full-time programmes may undertake a maximum of 20 hours of paid employment and voluntary work per week during designated periods of study. All paid employment and voluntary work undertaken by a student (including 'on-call' hours where a student is not actively engaged in work but where they have to be in a particular place) count toward the 20 hour maximum limit. This maximum is subject to any restrictions imposed by the student's sponsor or funding body and the approval of their supervisor. Exceptions to these requirements may be made by the CITY ULE Education Committee (at the programme level) or the Departmental Academic

Board (for individual students) or Supervisor respectively, for certain categories of employment closely related to the programme of study. It shall be a condition of whatever arrangements are made regarding paid employment and voluntary work, residence and attendance that regular supervision will be provided for.

Students must complete their annual enrolment within the defined enrolment period. Where a student does not complete their enrolment by the published deadline, CITY ULE will invoke the assumed withdrawal process.

In addition to completing their enrolment by the enrolment deadline, all students must provide CITY ULE with current, valid identity documents to evidence their eligibility to study in the country in which the programme is offered. Failure to provide ID or present documents for verification as required, will result in withdrawing the student from study.

International students must comply with the conditions of their visa and with the University's attendance policy. Where a student's visa is curtailed for any reason, or where a student's passport or visa has expired and a new application cannot be evidenced, the University will suspend the student's registration until the student is able to rejoin the course. In the event that a student is not able to secure a further visa, the University will withdraw the student from study.

2. Undergraduate Programmes Entry requirements

The following candidates have the right to enroll in first-cycle study:

- A. Greek or foreign citizens holding a General High School (GE.L.) or Vocational High School (EPA.L.) diploma with an average in their four (4) nationally examined subjects (Panhellenic Examinations) greater than or equal to the minimum admission base, which is derived from the lowest of the average scores of all examinees per scientific field, multiplied by a factor of zero point eight (0.8) on the year of their participation in the Panhellenic Examinations.
- B. Holders of equivalent Secondary Education diplomas from recognised foreign schools in Greece (level 4 of the National Qualifications Framework),
- C. Holders of international Secondary Education diplomas awarded by schools in Greece or abroad, foreign citizens holding Secondary Education diplomas equivalent to the Greek Lyceum or equivalent vocational education qualifications that grant them the right to enter higher education institutions in their country of study.
- D. Applicants must have very good knowledge of the English language certified by a recognised provider with an appropriate score. CITY ULE publishes the list of recognised providers and scores required on a yearly basis. The English Language qualifications should normally have been acquired within the last three (3) years, taking into consideration the starting date of the programme at CITY ULE.
- E. Applicants should meet other programme specific entry requirements specified by the Departmental Academic Board.

Applicants who have completed Secondary Education before the 2021-2022 school year, as well as those who hold a first-cycle degree, are exempted from the performance requirement in Panhellenic Examinations (see A above).

Candidates who have completed their Bachelor's studies or their higher secondary education through the medium of the English Language will not normally need to provide other evidence of English language ability (a document of proof should be submitted e.g. a transcript or letter from the institution).

Applicants who claim to have very good knowledge of the English language but not certified by a recognised provider (requirement D above), they will pass an English Language placement test to verify their level in English Language and if this is deemed appropriate, they can enrol the first cycle of study but will be taught and assessed all modules in year 1/stage 1 in Greek language. They will be allowed to progress to year 2/stage 1 only after meeting the requirement D.

3. Postgraduate Programmes Entry requirements

The following candidates have the right to enroll in second-cycle study:

- Holders of recognised first-cycle degrees from accredited institutions in Greece, as well as recognised institutions abroad that are included in the registries of the National Academic Recognition and Information Center (Hellenic NARIC), in accordance with Greek Law 4957/2022 (A' 124).
- Applicants must have advanced knowledge of English language certified by a recognised provider with an appropriate score. CITY ULE publishes the list of recognised providers and scores required on a yearly basis. The English Language qualifications should normally have been acquired within the last three (3) years, taking into consideration the starting date of the programme at CITY ULE.
- Applicants should meet other programme specific entry requirements specified by the Departmental Academic Board.

Candidates who have completed their Bachelor's studies or their higher secondary education through the medium of the English Language will not normally need to provide other evidence of English language ability (a document of proof should be submitted e.g. a transcript or letter from the institution).

4. Advanced Undergraduate and Postgraduate Entries

Applicants who have already been awarded credits at EQF levels 4,5 or 6 at a University, the CITY ULE and University of York Policy on the Recognition of Prior Learning and the award of credit applies. Requirements D and E above hold (see PEA4. Policy and Procedure on Credit Transfer and the Recognition of Prior Learning).

Applicants who have already been awarded credits at EQF level 7 at a University, the UCG and University of York Policy on the Recognition of Prior Learning and the award of credit applies (see PEA4. Policy and Procedure on Credit Transfer and the Recognition of Prior Learning).

Candidates who have completed part of the same programme of study offered under a validated agreement with the University of York (from October 2021 to September 2025) have the right to enroll directly to the level of study which will allow them to complete the remaining part of their degree programme, by transferring all credits acquired in the previous study.