

## **College Policy and Procedure for the Termination of a Student's Registration**

### **Introduction**

1. The College reserves the right to terminate the registration of any student on academic grounds, disciplinary grounds or where the student is in debt to the College.
2. This policy defines the procedure that must be followed in order for a student's registration to be terminated for academic reasons, or where the student is in debt to the College.
3. Decisions relating to termination of registration for disciplinary reasons must be made in accordance with the College's Code of Student Discipline and/or Dignity at Work & Study Policy.

### **Termination of Registration of a Student on Academic Grounds**

4. The College's Regulations for Taught Programmes of Study and Regulations for the Degrees of MPhil and PhD provide that the registration of any student who fails to satisfy the examination requirements of the programme may be terminated.
5. The College also reserves the right to terminate the registration of a student on academic grounds other than failure in an examination; any such termination must be made in accordance with the provisions of this policy.
6. Academic grounds, other than failure in an examination, for consideration of termination of registration of a student include the following: unsatisfactory academic progress, unsatisfactory attendance at prescribed lectures, seminars, classes, practical sessions or other prescribed activities, failure to complete or submit required written work by due dates or to satisfactory standards, failure to attend for prescribed tests or examinations, failure to comply with examination requirements or regulations.
7. Cases which fall within the jurisdiction of regulations for proceedings in respect of assessment offences will be referred to the Academic Registrar in accordance with the appropriate provisions of the College.
8. Schools are responsible for ensuring that academic requirements to be met by students for normal satisfactory academic progress through the various stages of their programme of study are made known to students. Such academic requirements will be stated in writing and made available to students in the appropriate handbooks or other programme documentation.

### **Termination Due to Academic Failure During the Course of an Academic Session**

9. In the case of serious or persistent failure to meet academic requirements during the course of an academic session, the Programme Director or Assistant Dean with responsibility for the relevant department may issue to a student a written warning of failure to meet academic requirements. Such written warning under these provisions must provide at least three weeks' notice of a requirement to attain specified academic requirements, in default of which the Assistant Dean or Programme Director may request termination of registration of a student on academic grounds.

10. If the student fails to attain, with the period specified, the requirements specified in the written warning, the Assistant Dean or Programme Director must confirm in writing to the student and the Academic Registrar that the student's registration will be terminated.
11. A student wishing to make a request for a review of the decision reached under the provisions of paragraphs 9-10 may do so in writing to the officer in whose name the notification under paragraph 10 was issued. Such written representation must be made within 10 working days of the date of notification; the officer's response should be sent to the student within 10 working days of receipt of the request.
12. A student who wishes to appeal against the decision, following the notification issued under the provisions of paragraph 11 may do so in writing to the Academic Registrar. An appeal may be made on the grounds that:
  - The student has mitigating circumstances that they were unable, or for valid reasons unwilling, to draw to the attention of the officer in whose name the notification under paragraph 10 was issued;
  - That the provisions of this Policy have not been followed correctly;
  - That, given the circumstances, the decision to terminate registration was unreasonable and/or unfair.
13. Any appeal made under the provisions of paragraph 12 will be considered initially by the Academic Registrar; if the Academic Registrar considers that a *prima facie* case for review has been established then s/he will refer the appeal to an officer nominated by the Master who is not previously connected with the case. That officer will review the appeal and either:
  - Refer the case back to the officer, with recommendations as appropriate;
  - Dismiss the appeal
14. It should be noted that, where a student's registration is terminated on academic grounds in the course of an academic session, they will not normally be entitled to any refund of fees paid for the terms up to, and including, the term in which the decision to terminate registration was made.

#### **Annual Review of Academic Progress and Re-enrolment**

15. Notwithstanding the provisions of paragraphs 9-10, sub-boards of examiners (taught students) and departmental research student committees (research students) are responsible for ensuring that each student's academic progress is reviewed annually and that a decision is made, in accordance with the appropriate College policies and procedures, as to whether admission to the next year of the programme of study will be offered or not. Such decisions will take into account the student's performance in prescribed examinations and assessments and other relevant aspects of academic performance.
16. In cases where a decision is reached not to offer re-admission, the student concerned should be notified in writing by the appropriate sub-board or committee chair, or officer acting on their behalf.

17. Where a student of a taught programme wishes to appeal against a decision taken during the annual review of academic progress and re-enrolment, then they should proceed according to the College's Policy and Procedure for Appeals Against Decisions of Board of Examiners. Where a student of a research programme wishes to appeal against a decision taken during the annual review of academic progress and re-enrolment, then they should proceed in accordance with the provisions of paragraph 12-13 of this Policy & Procedure.

**Provisions for Suspension or Termination of Registration as a Student of a Student in Debt to the College or to the University**

18. The College reserves the right to suspend or terminate the registration of any student who is in debt to the College or the University.
19. The registration of any student who is in debt to the College or the University may be suspended or terminated by the Academic Registrar provided that the Academic Registrar has received confirmation that:
  - (a) The student has been informed by the appropriate officer, on behalf of the creditor, in writing of the payment due to the College or to the University and has been given reasonable notice of the date by which payment was due; and
  - (b) The student has been informed in writing that failure to pay the outstanding debt would lead to the Academic Registrar being advised of grounds for suspension or termination of registration of the student; and
  - (c) The student has failed to pay by the due date the sum due.
20. In cases where the Academic Registrar suspends or terminates the registration of a student in debt, the student will be notified on or behalf of the Academic Registrar.
21. Any appeal against the Academic Registrar's action under these provisions must be submitted in writing within fourteen days of the notification and referred to the Vice-Master, who will consider the appeal and the Academic Registrar's action and advise the Master. The Master's decision on the appeal will be final.

Academic Board  
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