

# College Policy and Procedure for the Termination of a Student's Registration on a Programme of Study

## Introduction

1. This policy defines the procedure that must be followed in order for a student's registration to be terminated<sup>1</sup> in the following circumstances:
  - a. Academic grounds (including unsatisfactory attendance)
  - b. Non-Academic Grounds (disciplinary, financial, assumed withdrawal)
2. A student's registration may be terminated at any stage of the year, on academic grounds, or non-academic grounds, including grounds of discipline or where the student is in debt to the College.
3. A student who has had their registration terminated will not be permitted to participate in any teaching, learning or assessment activities (including examinations) or use of the College facilities, effective from the date of termination.
4. Students who have been terminated must submit a new application in order to continue with their studies. No student in debt to the College will be re-admitted or considered for a new course. The College reserves the right to not re-admit students who have had their registration previously terminated.

## Termination of Registration of a Student on Academic Grounds

5. 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 assessment requirements of the programme may be terminated.
6. The College also reserves the right to terminate the registration of a student on academic grounds other than failure in an assessment; any such termination must be made in accordance with the provisions of this policy.
7. Academic grounds, other than failure in an assessment, 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 as defined in programme documentation, failure to complete or submit required work by due dates or to satisfactory standards, failure to attend for prescribed tests or examinations, failure to comply with examination requirements or regulations.
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

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<sup>1</sup> Termination of a programme registration will result in withdrawal from the course of study.

requirements will be stated formally in writing and made available to students in the appropriate handbooks or other programme documentation.

9. Sub-boards of examiners (taught students) and school 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 regulations, policies and procedures, as to whether progression 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 assessments and other relevant academic grounds including attendance. Students not offered progression due to unsatisfactory academic progress including failure of modules will be terminated.
10. In the case of serious or persistent failure to meet academic requirements during the course of an academic year, the Programme Director or Assistant Dean with responsibility for the relevant school may issue to a student a written warning of failure to meet academic requirements. Such written warning under these provisions must provide at least a three-week period in which to attain specified academic requirements, in default of which the Assistant Dean or Programme Director may recommend the termination of registration of a student on academic grounds.
11. When a decision is made to terminate a student's registration, the academic school will formally write to the student to inform them of the decision and will submit a request to amend the student's status via College Registry Services.
12. Where a student wishes to appeal against a decision to terminate registration based on academic grounds, then they should proceed according to the College's Policies and Procedures for Appeals for Taught Students or for Research Students as appropriate.

## **Termination of Registration on Non-Academic Grounds**

### **Disciplinary Grounds**

13. Students subject to disciplinary procedures may have their registration suspended subject to disciplinary investigation or terminated on the recommendation of a College Disciplinary Panel. Consideration of disciplinary matters and appeals will be conducted in line with procedures outlined in the Student Discipline Policy.
14. Cases of Assessment Offences which may lead to termination will be considered under the College Policy on Assessment Offences.

### **Financial Grounds**

15. The College reserves the right to terminate the registration of any student who is in tuition fee debt to the College and has not met their tuition fee obligations as outlined in the College Fees Policy.

16. Students will be given reasonable opportunity to make arrangements to pay any necessary tuition fee debt or establish arrangements to have tuition fee debts paid, including by student loan. Failure to meet specified payment deadlines will result in students' registration being terminated.
17. The registration of any student who is in tuition fee debt to the College may be terminated provided 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 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 tuition fee debt would lead to the termination of registration of the student; and
  - (c) The student has failed to pay the sum due by the due date.
18. In cases where a student's registration is terminated on the basis of a tuition fee debt, the student will be formally notified in writing.
19. Any appeal against a termination on the basis of a tuition fee debt must be submitted in writing within 20 working days of the notification to the Academic Registrar, who will consider the appeal and advise the Vice-Chancellor or nominee. The Vice-Chancellor's decision on the appeal will be final.

### **Assumed Withdrawal**

20. The College may also assume withdrawal of a student and terminate the registration on a programme of study where it is recognised that a student has ceased to engage with the programme. This can be in cases where applicants/students do not enrol, or do not attend classes and do not respond to communications from the College.
21. Students who are terminated on the basis of assumed withdrawal who wish to return to studies will need to re-apply for their course in order to continue. In some circumstances this may be possible to continue within the current year of study.