

PART O – TERMINATION OF ENROLMENT AND REGISTRATION

1. A student's enrolment and registration will terminate when they complete a programme of studies and either has an award conferred by the Board of Examiners or the Board of Examiners decides that the student is ineligible for an award.

Termination by a student

2. A student may terminate their enrolment prior to the completion of a programme of studies. Any obligations incurred between the University and the student, prior to the termination of enrolment, remain binding. A student who notifies the University of the intention to terminate their studies will be strongly encouraged to first discuss the matter with an academic member of staff, usually their personal tutor or a member of professional support staff from the Student Support Team. Students wishing to withdraw permanently from the course will be required to complete a withdrawal form online which will be processed accordingly. The student will be contacted once the process has been completed to confirm their withdrawal.

Termination on academic grounds

3. Where a student has exhausted all reassessment opportunities and has not met the general pass standard for the current level of study, including any variations agreed by Academic Board in order to satisfy professional body regulations, the student will be deemed to have failed and their enrolment on the programme terminated.

Termination on attendance/engagement/participation grounds

4. The University is also entitled to terminate the enrolment of a student who fails to fulfil the attendance, engagement and/or participation requirements as laid down in the regulations and in the Student Engagement and Participation Policy. In such circumstances, the Personal Tutor can escalate the matter to a Formal Hearing chaired by the Head of School ¹⁸(or nominee).
5. Students will be invited to attend the Formal Hearing and will normally be given at least five working days' notice of the date. Students may be accompanied by a companion who must be a student of the University or an officer of the Students' Union. The companion's role is to support the student, not to advocate on their behalf.
6. The decision-making panel at the Formal Hearing will comprise the Head of School (or nominee) as Chair, a representative from the Students' Union, the student's Personal Tutor (or alternatively another member of academic staff who knows the student) and a member of the Tier 4 Compliance Team if the student holds a Tier 4 visa.

¹⁸ Head of School also refers to Deputy Head

7. The student must be given the opportunity to provide adequate reasons and/or evidence regarding their lack of attendance, participation and/or engagement. The primary focus of the Hearing should be on resolving difficulties that are preventing the student from attending, and agreeing a resolution. However, if the panel does not find the reasons put forward by the student or the evidence submitted compelling, it may terminate the student's enrolment. In these circumstances, the student will be advised in writing of this decision (and their right to appeal), normally within two working days. Students will also be entitled to receive a copy of the notes from the Hearing.
8. The absence of the student from a Hearing will not invalidate the Hearing's proceedings or decisions; Hearings can take place in the absence of a student who fails or refuses to attend.
9. A student whose enrolment has been terminated on attendance, engagement and/or participation grounds may lodge an appeal within 10 working days of the date of the termination letter. An appeal must be lodged on the form provided (available from Secretariat) on either of the following grounds only:
 - (a) that there were extenuating circumstances adversely affecting the student's attendance which for valid reasons the student did not make known to the Extenuating Circumstances Panel at the appropriate time either in sufficient detail or at all. Normally, the only acceptable valid reasons will be that the student was unable or incapable of bringing the circumstances to the Panel's attention. The student must provide documentary evidence to support their claims.
 - (b) that there was a material error in the conduct of the process that was of such a nature as to cause reasonable doubt as to whether the outcome might have been different had the error not occurred.
10. The student must provide all material and evidence that they wish to be considered in support of their appeal at the time that the appeal is made. A student who submits an appeal may continue to attend lectures, seminars etc pending the outcome of the appeal.
11. The Appeals Officer will forward the appeal to the Academic Registrar (or nominee) for consideration. The appeal should normally be completed within 15 working days. In considering the appeal, the Academic Registrar (or nominee) has the discretion to make enquiries of such persons (including the student, tutors, programme leaders, module co-ordinators and the visa compliance team) as they deem necessary.
12. The Academic Registrar (or nominee) shall notify the Appeals Officer of the outcome of the appeal and give reasons for the decision. The Academic Registrar (or nominee) may confirm the decision to terminate the student's enrolment or reinstate the student onto their programme of study. This decision is final and will be notified to the student in writing by the Appeals Officer. If termination of the student's enrolment is confirmed, the Appeals Officer will issue a Completion of Procedures letter.

13. In the event of termination as set out in the paragraphs above, where the student has accumulated the requisite number of credits, the Board of Examiners may confer an alternative exit award. Individual programme specific Assessment Regulations set out the detail of exit awards that are available. A student may receive only one award in respect of any programme of study. A candidate who accepts a lower award rather than taking the opportunity to be reassessed may not normally elect to subsequently be reassessed.