STUDENT WITHDRAWAL REGULATIONS

SUMMARY OF PRINCIPAL CHANGES

General changes
Amendments have been made to provide further clarity and guidance and to reflect changes in other University regulations.

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(Amendments to version 07.0, UPR SA14, are shown in italics.)

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Note 1 for partner organisations (UK and overseas)
Partner organisations will establish appropriate regulations relating to student attendance and will ensure that these are published to students.
INTRODUCTION

1.1 The regulations and procedures set out in this document have been approved by the Secretary and Registrar with effect from 1 September 2019.

1.2 These regulations relate to taught programmes only. Any requirement relating to the withdrawal of students from research-based provision will be set out in UPR AS10.

STUDENT-INITIATED WITHDRAWAL

Where a student wishes to withdraw from the University, the regulations and procedures set out in this section (2) will apply.

a Students should contact their Programme Leader/Student Administrator or the Student Centre to discuss their intention to withdraw. Students considering withdrawal should engage with both their School for academic and pastoral advice and guidance, and the Student Centre for financial, accommodation and visa advice (as appropriate). The student can also choose not to seek additional advice and guidance.

b Students are advised that the Office of the Dean of Students is available to provide support during the Student Withdrawal process, which includes counselling and advice on procedures.

c Students are encouraged to hold an early discussion with Student Finance regarding their financial position with the University.

d International students should also seek advice from the International Student Support team regarding their visa/immigration status.

e Students are advised that the last date to withdraw from their studies is the end of teaching week 4 of the Semester in which their module begins. After this date non-completion of their module will be recorded as failure. The exception to this is for any students who withdraw from their studies on courses/modules that last less than 4 weeks when non-completion of modules will be automatically recorded as failure.

f Once the student has discussed his or her options, if withdrawal is still deemed appropriate the student must notify the University, in writing, by completing a withdrawal form which can be accessed via ‘Ask Herts’ https://ask.herts.ac.uk/

g The withdrawal form requires the signature of the relevant Programme Leader and once signed, the student is responsible for passing the completed form to the appropriate School Office. If the student has not been able to complete a form, other forms of notification about the withdrawal (e.g. e-mail/letter) are acceptable as an alternative form of documentation to support the withdrawal.

h The student’s official leaving date for refund purposes and for informing external agencies will be the student’s confirmed decision to withdraw as recorded on the withdrawal form. In exceptional circumstances, where no form has been completed, the date on the alternative form of documentation may be used.

UNIVERSITY-INITIATED WITHDRAWAL

3.1 There are also circumstances in which the University may withdraw students from their programmes of study at the University. In these circumstances, the student’s official leaving date for refund purposes and for informing external agencies will be the date the decision to withdraw is made.

These circumstances include, but are not necessarily limited to, the following.
3.2 Academic Withdrawal

3.2.1 Academic failure:

a. Programme Boards of Examiners will operate within the University's assessment regulations and within any approved programme-specific assessment regulations and have the responsibility to make decisions about the continuation and termination of students on programmes of study (Section C4.3.1 viii UPR AS14², refers).

b. A student will be withdrawn from a programme with the maximum possible interim award if they acquire 45 credit points or more of modules with FNFA status codes which are part of their validated programme of study (section D3.7, UPR AS14² refers).

c. A Programme Board has discretion to withdraw a student from a programme with the maximum possible interim award if the student has not achieved any credit during the academic session (section D3.8, UPR AS14², refers).

d. A Programme Board has discretion to withdraw a student from a programme with the maximum possible interim award if the student failed to achieve their final intended award within a period of eight (8) years for undergraduate programmes or five (5) years for postgraduate taught programmes (section D3.9, UPR AS14² refers).

e. The progression criteria in Sections D3.6 to D3.9 (UPR AS14² describe minimum expected levels of achievement. Further constraints may be applied by Programme Boards for instance to reflect Professional or Statutory Regulatory Body requirements.

f. As a result of failing to participate in their learning activities, students can be withdrawn under the provisions of Appendix I, UPR SA013. Students attending the University are expected to actively engage with their learning and teaching. This includes attending and participating in their lectures, tutorials, workshops, laboratory and other timetabled classes. Students are expected to undertake, on their own and in untutored groups, the amount of study specified in the Definitive Module Document for each of the modules for which they are registered.

3.2.2 Fitness to practise

a. The achievement of certain University of Hertfordshire awards, at any level, makes the student concerned eligible to apply for Registration (UPR SA15⁴ refers) and/or would entitle him or her to practise and/or would indicate the student's potential suitability to practise.

(Note:
Successful completion of a Professional Programme, as defined in SA15⁴, would make the student concerned eligible to apply for Registration and/or would entitle him or her to practise and/or would indicate the student’s potential suitability to practise. UPR SA15⁴ defines 'Registration' as the process whereby a Regulator registers individuals thereby permitting them to practise their profession lawfully. The term 'Regulator' is used generically in UPR SA15⁴ and means a body authorised by the Privy Council to permit practise but also, where appropriate, Professional Statutory Regulatory Bodies or Professional Bodies, where appropriate/relevant.)

b. Allegations (including alleged criminal offences) that, if proven, would call into question a student’s fitness to practise, are considered under the provisions of UPR SA15⁴.

c. UPR SA15⁴ sets out, amongst other things, the circumstances in which a student might be withdrawn from a programme (and would, therefore, cease to be a student of

² UPR AS14 ‘Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes’

³ Appendix I, UPR SA01 ‘Statement of Responsibilities and Commitments’

⁴ UPR SA15, ‘Fitness to Practise’
the University of Hertfordshire) and also the circumstances in which a student might be excluded from the University by the Vice-Chancellor.

3.2.3 **Academic Misconduct:**

a Cheating, plagiarism, collusion and other Academic Misconduct are defined in Appendix III, UPR AS14. Allegations may be referred for consideration under the provisions of UPR SA13\(^5\) or UPR SA15\(^2\).

b The University reserves the right, at its sole discretion, to impose academic penalties where **Academic Misconduct** is proven. Where an allegation has been referred for consideration under the provisions of UPR SA13\(^8\) or UPR SA15\(^4\) and an Academic Misconduct offence is proven, the University also reserves the right to impose sanctions and penalties as set out in Appendix I, UPR SA13\(^6\) or Appendix I UPR SA15\(^7\); a possible outcome is Exclusion from the University and therefore, withdrawal of the student concerned from his or her programme.

3.3 **Non-Academic Withdrawal**

3.3.1 **Moneys owed to the University**

All students should endeavour to meet their fee liability in line with the University’s Tuition Fee Policy. The Tuition Fee Policy can be found on the University Website [https://www.herts.ac.uk/study/becoming-a-student](https://www.herts.ac.uk/study/becoming-a-student) The Student Centre provides guidance to those students finding it difficult to meet their financial obligations. Students who continue to remain in debt to the University will be withdrawn from their programmes.

3.3.2 **Non-Academic Misconduct**

a Non-Academic Misconduct refers to a breach of the non-academic regulations of the University, for example, the regulations relating to security, the prevention of harassment and bullying or local, non-academic regulations determined, for example, by the Dean of School or the Chief Information Officer or the manager of another academic or non-academic area, for example, swiping another student’s ID card on a check-in reader, or signing a paper register on behalf of another student.

b Such cases will be dealt with in accordance with UPR SA13\(^8\) or UPR SA15\(^2\) and the University reserves the right to impose any of the penalties set out in Appendix I, UPR SA13\(^9\) or Appendix I, UPR SA15\(^10\); a possible outcome is Exclusion from the University and, therefore, withdrawal of the student concerned from his or her programme.

3.3.3 **Non-attendance**

a *Students are expected to attend all teaching sessions unless advised otherwise.*

b Irrespective of whether a programme has formal academic attendance requirements, all students must record attendance as instructed by their School, using the mechanism provided by the University, currently the ‘Check-In’ system. Failure to do so may affect their immigration status, academic progression and, where relevant, any entitlement for financial support.

c *Deans of School, in consultation with their School Administration Managers and the Secretary and Registrar, are responsible for ensuring that students record their attendance on Programmes in their School at all teaching sessions, using the*
mechanism provided by the University, currently the 'Check-In' system (section 4.4, UPR SA06\textsuperscript{8}, refers).

d Students are expected to actively engage in their studies. Where a student is not actively engaging in his or her studies due to non-attendance, the University reserves the right to withdraw from their programme of study. This is applicable even where there is evidence that the student has been using the ‘check-in’ system.

e International students will have additional attendance monitoring requirements. This will include, but is not limited to, monitoring to ensure passport and visa information is valid.

3.3.4 Failure to complete the full registration process

Students who fail to complete the full registration process and fail to provide to the University on registration any original certificates and requested documentation will be withdrawn.

3.3.5 Failure to comply with UK Visa and Immigration (UKVI) sponsorship requirements

a The University’s Tier 4 licence has to be renewed annually. If the University fails to comply with its duties under the terms of the licence the result can be the revocation or suspension of the University’s sponsor licence. Failure by students to comply with their legal responsibilities under the immigration rules can also affect the renewal of the University’s sponsor licence.

b To be compliant with the University’s responsibilities as a Tier 4 sponsor and in order to protect the sponsor licence, the University of Hertfordshire has the right to withdraw student Tier 4 sponsorship. Withdrawn sponsorship will be reported to UK Visas and Immigration (UKVI) and as a result existing Tier 4 leave may be curtailed by the UKVI. International students should seek advice from the International Support Team regarding consequences of withdrawn sponsorship and their visa/immigration status. Sponsorship may be withdrawn in the following circumstances:

1 Where a student does not have a valid visa for study at the University of Hertfordshire (either extant leave or Section 3C or Section 3D leave (Immigration Act 1971)) or fails to provide evidence of valid leave to the University.

2 Where a student has given false or misleading information in order to obtain a Confirmation of Study (CAS) or offer of study.

3 Where a student acts in such a way as to prevent the University of Hertfordshire from fulfilling its Tier 4 sponsorship duties (for example, failure to maintain accurate contact details; failure to attend or participate in their studies as required by their programme of study; failure to provide the latest copy of their leave; failure to provide the University with copies of appropriate documentation; failure to inform the University of a change in his or her circumstances).

4 Where a student is not actively engaging in their studies due to non-attendance.

5 Where a student is known to be in breach of their visa conditions and responsibilities (for example working more than their permitted hours or failing to register with the police when required to do so).

6 Where a student is not required to be in attendance for a period of 60 days or more (excluding approved University vacation periods).

7 Where a student fails to enrol or re-enrol by the required enrolment deadline.

8 Where a student defers his or her studies or where their studies are suspended for any period of time including, but not limited to suspension in accordance with the University policies and regulations.

\textsuperscript{8} UPR SA06 “Student Attendance Regulations”
9 Where the University has reason to believe that a student is unable to make a successful Tier 4 application or is not eligible for Tier 4 sponsorship (for example no longer meets the definition of a Tier 4 (general) student).

10 Where the University has upheld an allegation that the student has engaged in non-academic misconduct.

11 Where a student has completed their studies within a shorter time period than expected

12 Where the University has reason to believe that the student is engaging in criminal activity.

13 Where a student has been withdrawn from their studies at their own request or at the request of the University as detailed in these regulations.

3.4 Confirmation of Student Award after withdrawal

With reference to UPR AS14 (Sections D3.2 and D3.3 apply) if a student withdraws from their programme of studies (or is withdrawn by the University without the option of continuation) before achieving the final intended award, the maximum possible interim award will be conferred upon them by the Programme Board of Examiners.

4 Status of ‘Withdrawn’ Students

In all circumstances, students are encouraged to seek advice from either their Programme Leader, School Administration Office, Student Centre or the Office of the Dean of Students as appropriate prior to withdrawal from a programme.

a Once a student has been formally withdrawn from their Programme of study, they no longer have access to University services. This includes, but is not limited to, the ability to submit assignments, the marking of assessments, access to learning resources and access to university accommodation.

b Unless withdrawn in error, if the student is withdrawn and reinstated after the assessment deadline, and has not yet submitted assessment, he/she will have failed that element of assessment.

c For students who have been withdrawn by the University, they will not be permitted an extension or submission of ‘Serious Adverse Circumstances’ using either the reason for withdrawal nor a ‘Studynet’ block as grounds.

d As appropriate the University will notify the Student Loans Company of any changes to student circumstances including withdrawal, which may result in monies being reclaimed. Students are encouraged to contact the Student Centre before withdrawal to discuss the impact on any funding they have received.

5 Student complaints

Student may raise concerns about the way in which the University has administered the regulations in this document (UPR SA14) via UPR SA16⁹.

Mrs S C Grant
Secretary and Registrar
Signed: 1 August 2019