

## STUDENT WITHDRAWAL REGULATIONS<sup>1</sup>

### SUMMARY OF PRINCIPAL CHANGES

General changes	
Section:	
2	amendments reflect changes in processes relating to the administration of student withdrawals.
3.2.1	amendments reflect changes to the numbering in previous versions of the academic regulations and specific changes to the regulation relating to Interim Awards and progression (UPR AS14 –Section D3).
3.3: 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5	amendments reflect changes in processes relating to the administration of student withdrawals, the application of the Student Attendance Regulations (SA06) and to bring the regulation into line with the UKVI Tier 4 Code of Conduct.
3.4	Addition of new section to reflect changes in the academic regulations and to bring the regulation into line with those changes in accordance with UPR AS14 Sections D3.2 and D3.3.
4	Addition of new section to provide formal recognition and support current operational issues which impact on the student experience as a consequence of their formal withdrawal from their Programme of Study

(Amendments to version 06.0, UPR SA14, are shown in italics.)

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Academic Board Minutes: 797 14 March 2018, 819 27 June 2018, refer

#### Note 1 for partner organisations (UK and overseas)

- <sup>1</sup> Partner organisations will establish appropriate regulations relating to student attendance and will ensure that these are published to students.

## 1 INTRODUCTION

The regulations and procedures set out in this document have been approved by the Secretary and Registrar with effect from 1 September 2017.

## 2 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 to discuss their intention to withdraw.
- 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 for students on standard Academic Year programmes to withdraw from Semester A is the end of teaching week 4, and for Semester B modules, is the end of teaching week 3. After this date non-completion of the module will be 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 last recorded date of attendance, usually taken from the mechanism provided by the University (currently the 'Check-In' system) will be the official leaving date for refund purposes and for informing external agencies. *Alternative mechanisms (e.g. submission of assessment, engagement with the on-line learning environment) can also be used for establishing the last formal contact with the University for non-campus based students.*

## 3 UNIVERSITY-INITIATED WITHDRAWAL

3.1 There are also circumstances in which the University may withdraw students from their programmes of study at the University. 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 AS14<sup>2</sup>, refers*).

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<sup>2</sup> UPR AS14 'Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes'

- 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 AS14<sup>2</sup> 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-AS14<sup>2</sup>, 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 AS14<sup>2</sup> refers).
- e *The progression criteria in Sections D3.6 to D3.9 (UPR AS14<sup>2</sup> 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 SA01<sup>3</sup>. 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 SA15<sup>4</sup> 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 SA15<sup>4</sup>, 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 SA15<sup>4</sup> 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 SA15<sup>4</sup> 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 SA15<sup>4</sup>.
- c UPR SA15<sup>4</sup> 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 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/Assessment Offences:

- a Cheating, plagiarism, collusion and other Academic Misconduct/Assessment Offences are defined in Appendix I, UPR AS12<sup>5</sup>/Appendix I, UPR AS13<sup>6</sup>. Allegations will be

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<sup>3</sup> Appendix I, UPR SA01 'Statement of Responsibilities and Commitments'  
<sup>4</sup> UPR SA15, 'Fitness to Practise'

<sup>5</sup> Appendix I, UPR AS12 'Assessments and Examinations - Regulations for Candidates (Including Requests for the Review of Examination Decisions (Appeals Procedure) (University-delivered provision)'

<sup>6</sup> Appendix I, UPR AS13 'Assessments and Examinations - Regulations for Candidates (Including Requests for the Review of Examination Decisions (Appeals Procedure)) (Partner Organisation-delivered provision)'

considered initially under the provisions of Appendix III, UPR AS14<sup>7</sup> but, in certain circumstances, may be referred for consideration under the provisions of UPR SA13<sup>8</sup> or UPR SA15<sup>4</sup>.

- b The University reserves the right, at its sole discretion, to impose academic penalties where an Assessment Offence is proven. These are set out in Appendix III, UPR AS14<sup>7</sup>. Where an allegation has been referred for consideration under the provisions of UPR SA13<sup>8</sup> or UPR SA15<sup>4</sup> and an Academic Misconduct offence is also proven, the University also reserves the right to impose sanctions and penalties as set out in Appendix I, UPR SA13<sup>9</sup> or Appendix I UPR SA15<sup>10</sup>; 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> 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<sup>8</sup> or UPR SA15<sup>2</sup> and the University reserves the right to impose any of the penalties set out in Appendix I, UPR SA13<sup>9</sup> or Appendix I, UPR SA15<sup>10</sup>; 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 Irrespective of whether a programme has formal academic attendance requirements, all students must record attendance as instructed by their School. Failure to do so may affect their immigration status, academic progression and, where relevant, any entitlement for financial support.
- b *Students are expected to attend all teaching sessions unless advised otherwise by their Programme Leader and as a minimum requirement, students must ensure they record attendance once a week or per session if part-time, using the mechanism provided by the University, currently the 'Check-In' system (section 4.4, UPR SA06<sup>11</sup>, refers).*
- c *Students are also 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*

<sup>7</sup> Appendix III, UPR AS14 'Assessment Offences'

<sup>8</sup> UPR SA13 'Student Discipline'

<sup>9</sup> Appendix I, UPR SA13 ['Student Discipline'] 'University Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences'

<sup>10</sup> Appendix I, UPR SA15 ['Fitness to Practise'] 'University Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences'

<sup>11</sup> UPR SA06 'Student Attendance Regulations'

*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.*

- d In addition to the weekly recording of attendance, International students will be required to record attendance on a more regular basis. This includes monitoring to ensure passport and visa information is valid and the recording of attendance to ensure active engagement with their studies.

### 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.
  - 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 or Tier 4 Doctorate Extension scheme).
  - 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 SA16<sup>12</sup>.

Mrs S C Grant  
Secretary and Registrar  
Signed: **1 August 2018**

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<sup>12</sup> UPR SA16 'Student and Applicant Complaints'