

College Policy and Procedure for the Discontinuation 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 discontinued¹ in the following circumstances:
 - a. Academic grounds (including unsatisfactory attendance)
 - b. Non-Academic Grounds (disciplinary, financial, attendance and engagement)
2. A student's registration may be discontinued 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 discontinued 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 discontinuation.
4. Students who have had their registration discontinued 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 had their registration discontinued.

Discontinuation 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 have their registration discontinued.
6. The College also reserves the right to discontinue the registration of a student on academic grounds other than failure in an assessment; any such discontinuation of registration must be made in accordance with the provisions of this policy.

¹ Discontinuation of a programme registration will result in withdrawal from the course of study.

7. Academic grounds, other than failure in an assessment, for consideration of discontinuation 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 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 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 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 have their registration discontinued.
10. In the case of serious or persistent failure to meet academic requirements during the course of an academic year, the Programme Director or Head of School 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 a three-week period in which to attain specified academic requirements, in default of which the Head of School or Programme Director may recommend the discontinuation of registration of a student on academic grounds.
11. When a decision is made to discontinue a student's registration, the academic department will formally write to the student to inform them of the decision and will submit a request to amend the student's status via Registry.

12. Where a student wishes to appeal against a decision to discontinue 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

Discontinuation of Registration on Non-Academic Grounds

Disciplinary Grounds

13. Students subject to disciplinary procedures may have their registration suspended subject to disciplinary investigation or discontinued 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 discontinuation of registration will be considered under the College Policy on Academic Integrity and Misconduct .

Financial Grounds

15. The College reserves the right to discontinue 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 discontinued.
17. The registration of any student who is in tuition fee debt to the College may be discontinued 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 discontinuation 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 discontinued on the basis of a tuition fee debt, the student will be formally notified in writing.
19. Any appeal against a discontinuation of registration on the basis of a tuition fee debt must be submitted in writing within 20 working days of the notification to the Director of Registry, who will consider the appeal. The Director of Registry's decision on the appeal will be final.

Attendance and Engagement Grounds

20. The College may also discontinue the registration of a student on a programme of study where it is identified that the student has little or no engagement with their programme. This can be in cases where applicants/students do not enrol, have very low attendance at their classes, or do not respond to communications from the College. Expectations around student attendance and engagement are outlined in full in the [Student Engagement and Attendance policy](#).
21. Students whose registration is discontinued on this basis of who wish to return to studies will need to re-apply for their course in order to continue their programme.

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