

Termination of Registration for Programmes on Academic Grounds

Termination of registration

107. Academic grounds on which a student's registration with the College may be terminated may include one or more of the following:

- (a) Failure to satisfy the requirements for progression to the next stage of his/her programme;
- (b) Failure to gain the award of the programme;
- (c) Failure to produce set work of a satisfactory standard in coursework or departmental examinations;
- (d) Failure to attend satisfactorily;
- (e) Failure to produce set work.

108. The College Board of Examiners may terminate a student's registration with the College on the grounds set out in paragraph 107 (a) and (b) without following the formal warning procedure.

109. The Head(s) of Department or School may make a recommendation to the Vice Principal (Education) to terminate a student's registration for a programme on any of the grounds set out in paragraph 107 (c) – (e), in the absence of a satisfactory and adequately documented reason for the failure(s). In such cases the Head of Department or School will follow the formal warning procedure set out in paragraphs 111-115.

110. The Academic Registrar or a nominee shall write to each student whose registration has been terminated through the formal warning procedure informing him/her of the decision and the reasons for it, of the right to appeal against the decision and the appeal procedure (see paragraphs 124-131), and of the date by which any appeal must be submitted.

Formal warning procedure

111. Any formal warning issued relates to the student's programme registration.

112. The Head(s) of Department or School may issue a first formal warning to a student on academic grounds set out in paragraph 107(c) – (e). The first formal warning letter must:

- (a) State the reason(s) for the warning; State the nature of any requirement made of the student in order to demonstrate improvement;
- (b) State the period of time within which improvements are to be demonstrated, which should normally be at least four weeks, or three weeks in the case of courses taught over only one term, to give adequate time for the student to demonstrate a satisfactory level of improvement;
- (c) State that failure to improve may lead to the issuing of a second (final) formal warning, which will result in the student's registration being terminated;

(d) Invite the student to submit a written response including relevant documentary evidence of any mitigating factors which s/he feels should be taken into account and/or meet with the Head(s) of Department or School to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the College. If the Head of Department or School is the student's Personal Adviser, it may be appropriate for a different member of staff to issue a formal warning and monitor the student's progress. In the case of a student on a joint or combined honours programme, both Heads of Department(s) or School(s) should endorse the issuing of the first formal warning.

113. The Head(s) of Department or School may issue a second (final) formal warning to a student on academic grounds set out in paragraph 107 (c) – (e) where there has been insufficient improvement. The second formal warning letter must:

- (a) State the reason(s) for the warning;
- (b) State the nature of any requirement made of the student in order to demonstrate improvement;
- (c) State the period of time within which improvements are to be demonstrated, which must be at least four weeks or three weeks in the case of courses taught over only one term, to give adequate time for the student to demonstrate a satisfactory level of improvement;
- (d) State that it is the final warning and that failure to improve may lead to the student's registration being terminated;
- (e) Invite the student to submit a written response including relevant evidence of extenuating circumstances and/or meet with the Head of Department or School to discuss the grounds for the warning.

If the Head(s) of Department or School is the student's Personal Adviser, it may be appropriate for a different member of staff to issue a formal warning and monitor the student's progress. In the case of a student on a joint or combined honours programme, both Heads of Department(s) or School(s) should endorse the issuing of the second formal warning.

114. The Head(s) of Department or School may set the warning aside following provision of a satisfactory and adequately documented explanation for the student's performance on which the formal warning was issued. The Head(s) of Department or School will confirm this decision by letter. Formal warnings which have not been set aside will remain active for the duration of the student's programme of study and kept on the student's file.

115. If after the second letter of formal warning there is insufficient improvement, it may be decided to recommend that the student's registration should be terminated. The Head(s) of Department or School shall communicate the decision and the grounds for it in writing to the Head of Academic Development on behalf of the Academic Registrar. In cases where a student's registration on a programme is to be terminated under the provisions of paragraph 107 (c)-(e) the Academic Registrar will present the case to the Vice-Principal (Education), who will make a final decision, based on the particular circumstances.