



Ruskin College Oxford

Policy and Procedure for the Termination of the Registration of a Student on a Programme of Study

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Introduction

1. This policy defines the procedure that must be followed for the registration of a student to be terminated¹ in the following circumstances:

a) Academic grounds (including unsatisfactory attendance) <https://www.ruskin.ac.uk/wp-content/uploads/2020/07/Attendance-Policy-HE-Courses.pdf>

b) Non-Academic Grounds (including disciplinary, financial, assumed withdrawal)

2. A student's registration may be terminated at any stage of the year on academic or non-academic grounds, including matters concerning discipline or where the student is in tuition fee debt to the College.

3. A student who has had their registration terminated will not be permitted to participate in any teaching, learning or assessment activities (including examinations) or to have use of the College facilities, effective from the date of termination. For residential students, a notice of one calendar month will be effective from the date of notification.

4. Students whose registration has been terminated must submit a new application to continue with their studies. No student in tuition fee debt to the College will be re-admitted or considered for a new course. The College reserves the right to refuse to register students who have had their registration previously terminated.

Termination of Registration of a Student on Academic Grounds

5. The relevant Regulations of the Validating Partners for Programmes of Study provide that the registration of any student who fails to satisfy the assessment requirements of the programme may be terminated.

Access at: <https://www.ruskin.ac.uk/wp-content/uploads/2020/06/06.19.20-regulations-for-validated-awards-single-awards-revised-june-2018-b...-2.pdf>

<https://www.ruskin.ac.uk/wp-content/uploads/2019/03/regulatory-framework-sept-2017-newman-uni.pdf>

6. The College also reserves the right to terminate the registration of a student on academic grounds other than failure in an assessment.

7. Academic grounds for consideration of termination of registration of a student, other than failure in an assessment, include the following: unsatisfactory attendance at prescribed lectures, seminars, classes, practical sessions or other prescribed activities (as defined in programme documentation) and repeated and serious academic misconduct.

See <https://www.ruskin.ac.uk/wp-content/uploads/2020/07/Attendance-Policy-HE-Courses.pdf>

<https://www.ruskin.ac.uk/wp-content/uploads/2020/07/Academic-Misconduct-Policy.pdf>

8. Programme Teams are responsible for ensuring that the academic requirements for normal satisfactory academic progress through the various stages of the programme of study are made known to students. Such academic requirements will be made available to students in the appropriate handbooks or other programme documentation.

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

9. Exam Boards 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 progressing due to unsatisfactory academic progress, including in this the failure of modules, can have their registration terminated.

10. In the case of serious or persistent failure to meet academic requirements during the course of an academic year, the Assistant Principal may issue a student a written warning of failure to meet academic requirements. Under these provisions, such written warning must provide at least a three week period in which to attain specified academic requirements, in default of which the Assistant Principal in consultation with the Programme Manager (HE) may recommend the termination of registration of a student on academic grounds.

11. When a decision is made to terminate a student's registration, the Academic Registrar will formally write to the student to inform them of the decision and will submit a request to amend the student's status via Student Services and the HE Quality and Data Performance Manager.

12. Where a student wishes to appeal against a decision to terminate registration based on academic grounds, they should proceed according to the College's Policies and Procedures for Academic Appeals for Students as appropriate. <https://www.ruskin.ac.uk/wp-content/uploads/2020/06/Admin-Appeals-and-Complaints-Ruskin.docx-1.pdf>

Termination of Registration on Non-Academic Grounds or Disciplinary Grounds

13. Students subject to disciplinary procedures may have their registration suspended subject to disciplinary investigation or terminated 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 Disciplinary Policy. Access at: <https://www.ruskin.ac.uk/wp-content/uploads/2020/01/Student-Disciplinary-Policy.pdf>

Financial Grounds

15. The College reserves the right to terminate 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. (Access at: <https://www.ruskin.ac.uk/wp-content/uploads/2019/03/tuition-fees-policy-.pdf>)

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 a student's registration being terminated.

17. The College may terminate the registration of any student who is in tuition fee debt provided that:

(a) The student has been informed by the Finance Manager 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 termination 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 terminated on the basis of a tuition fee debt, the student will be formally notified in writing by the Assistant Principal.

19. Any appeal against a termination on the basis of a tuition fee debt must be submitted in writing within 20 working days of the notification to the Student Services Manager, who will consider the appeal and advise the Assistant Principal. The decision of the Assistant Principal on the appeal will be final.

Assumed Withdrawal

20. The College may also assume withdrawal of a student and terminate the registration on a programme of study where it is recognised that a student has ceased to engage with the programme. This can be in cases where applicants/students do not enrol or do not attend classes and do not respond to communications from the College.

21. Students whose registration is terminated on the basis of assumed withdrawal and who wish to return to studies will need to re-apply for their course in order to continue.