

C6. TERMINATION OF REGISTRATION (INCLUDING FOR ACADEMIC REASONS)

For students on programmes and awards validated by the University of Plymouth this section of the CAPR has been agreed by the University (as the awarding institution) as meeting its regulatory requirements for termination of registration. The shaded sections below form GSM London regulatory and policy framework as applied to Plymouth University and GSM awards

Related guidance and codes of practice can be found in the Fees, Refunds and Debt Policy, Student Conduct and Behaviour regulations and Plymouth University Regulatory Framework for undergraduate awards.

Purpose and scope

- 6.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains how the College may suspend or discontinue a student's registration, what it must do to safeguard the student, and how the student may respond to this.
- 6.2 These regulations apply to all registered students of the College.
- 6.3 These regulations do not apply in the following circumstances:
 - (a) A student has interrupted their studies. If so, the College will normally investigate any concern or allegation that may give rise to a suspension or termination, and formally consider the matter on their expected return to their programme.
 - (b) A student has been recommended for an award and is due to graduate. If so, the College will normally investigate any concern or allegation that may give rise to a suspension or termination. This will happen as quickly as possible but the College may delay a graduation where necessary.

Definitions

- 6.4 'Termination of registration' means the premature end of a student's relationship with and membership of the College academic community. In other words, before the parties have performed all their obligations to each other, their duty to perform them ceases to exist.
- 6.5 'Suspension' means selectively restricting a student's attendance at or access to College services or selectively prohibits the student exercising the functions or duties of any office or committee membership in the College or the Students' Union, or any combination of these.
- 6.6 'Exclusion' means prohibiting a student's attendance at or access to the College services and any participation in its activities, and may be qualified (for example, for permission to attend an examination). An excluded student may not normally be on College property (which includes the Students' Union) except for specific appointments agreed in advance and in writing between the student and staff members.
- 6.7 'Gross misconduct' means a student's behaviour is so bad it destroys their relationship with the rest of the College academic community and merits instant termination of registration without notice.

- 6.8 'Reasonable notice' means a proper period of time – given the circumstances – that allows for a genuine attempt to put matters right.

Introduction

Overview

- 6.9 The College aims to function as a coherent academic community and part of this is a shared sense of responsibility to act in the interests of the community, to ensure the fair and equitable treatment of all students, and uphold the College's reputation and maintain public confidence in its awards.
- 6.10 To do this, the community must ensure that none of its members disrupt or neglect their role. To ensure that the community remains coherent, the College reserves the right to suspend or discontinue the registration of any student for:
- (a) lack of academic engagement or progress;
 - (b) student disciplinary or misconduct matters; or
 - (c) being in debt to the College.

Principles

- 6.11 The College may consider a student for suspension or termination of their registration only if the student:

- (a) has been informed in writing of what is required of them and has been given reasonable notice of the date by which they need to comply;
- (b) has been informed in writing – including being given a copy of these regulations – that failure to comply is grounds for suspension or termination of registration; and
- (c) has failed to comply by 4pm on the given date.

- 6.12 However, a student who – in the joint opinion of two (2) Senior Officers, at least one (1) of whom is a member of the Academic Board – has committed an act of gross misconduct may have their registration discontinued with immediate effect.

- 6.13 The academic grounds, except non-compensatable failure in a module, for considering suspension or termination of a student's registration include:

- (a) unsatisfactory academic progress; students should refer to Module Assessment and Progression regulation for details on how to successfully progress. Students should note that only the Academic Award Board may make the decision to terminate a student's registration for unsatisfactory academic progress. In these circumstances, suspension is not appropriate.

- (b) unsatisfactory attendance at prescribed lectures, seminars, classes, practical sessions or other prescribed activities (see [Attendance and Participation \(including Postponed Classes\)](#))

- (c) failure to complete or submit required written work by due dates or to satisfactory standards (see Module Assessment and Progression policy);
- (d) failure to attend prescribed tests or examinations;
- (e) failure to comply with examination requirements or regulations.

Note: the appeals process for related policies are described in those policies.

6.14 The disciplinary or misconduct grounds, except gross misconduct¹, for considering suspension or termination of a student's registration include all Level 3 offences as defined by the regulations on student discipline and behaviour. These include:

- (a) conduct that could affect or jeopardise the academic standards of the College awards, including serious academic misconduct;
- (b) use of or dealing in illegal substances on or outside College property;
- (c) conduct that brings the College into disrepute;
- (d) abusive or threatening behaviour towards a staff member or a student;
- (e) committing fraud or acts of deceit or dishonesty in relation to the College or its staff, or in relation to being a student at the College;
- (f) not complying with a disciplinary penalty; or
- (g) getting a criminal conviction for any of the above.

6.15 Students in significant tuition fee debt (see [Fees, Refund and Debt Policy](#) for details) to the College may be considered for suspension or termination of their registration if their conduct includes:

- (a) failure to pay by the due date any sum due;
- (b) failure to take reasonable steps to ensure that a sponsor or Student Finance England can pay the College for its services;
- (c) unsatisfactory compliance with an agreed payment plan; or
- (d) unsuccessful attempts to pay.

¹ Gross misconduct' means a student's behaviour is so bad it destroys their relationship with the rest of the College academic community and merits instant termination of registration without notice.

Procedures

Overview

- 6.16 The process for the suspension or termination of a student's registration has three (3) stages:
- (a) Stage 1 – Initial notice of non-compliance.
 - (b) Stage 2 – Suspension order.
 - (c) Stage 3 – Termination order.

Stage 1 – Initial notice of non-compliance

- 6.17 The relevant College Department should ensure it regularly informs students of the requirements for satisfactory progress through the stages of their programme, including academic, financial and behavioural expectations. Departments will state the requirements in writing and make them available to students in the appropriate handbooks or other programme documents.
- 6.18 If a student seriously or persistently fails to meet the stated requirements as referred to in paragraph 6.17, the College may give the student a written warning.
- 6.19 The warning must include:
- (a) a clear explanation of the requirement;
 - (b) how the College has informed the student of the requirement;
 - (c) what is required to fully comply with the requirement;
 - (d) what immediate and longer-term actions are required to avoid suspension;^{3F}
 - (e) how the student can submit comments or reasons for not complying; and
 - (f) at least twenty (20) working days' notice to comply.
- 6.20 Written warnings must be recorded on a student's file and are regarded as official notices.
- 6.21 In addition to the above, Boards of Examiners (taught students) and Research Degree Committees (research students) should ensure that:
- (a) each student's academic progress is reviewed after each stage; and
 - (b) a decision is made, in line with the College policies and regulations, as to whether or not to offer the student enrolment on the next stage of the programme.
- 6.22 If the College decides not to offer re-enrolment, the appropriate committee Chair or officer acting on their behalf must notify the student in writing. The student may not have any additional time to comply.

Stage 2 – Suspension order

- 6.23 If the student does not comply with the notice, the relevant officer may write to the Academic Registrar requesting that a student's registration be suspended or terminated. Termination will be automatic in the case of a decision by a Board of Examiners.
- 6.24 The College must use its best endeavours to ensure it has full information available before making a suspension order. But this need not include receiving any comments on the student's behalf if an appropriate opportunity has been provided by a notice of non-compliance.
- 6.25 The College must communicate the suspension order to the student in writing, and may also inform the student in person. The order will normally be in force from the time it is communicated and must be recorded as such.
- 6.26 The order will state:
- (a) that the student is suspended and the conditions of that suspension;
 - (b) whether the suspension is in preparation for the termination of the student's registration or not;
 - (c) that the student may submit reasons, supported by objective evidence, for being physically or mentally incapable of complying with original notice; and
 - (d) what process the student can use to request a review of the decision leading to the order or state that a review is not possible.
- 6.27 If the suspension order includes academic activities associated with the student's programme (except access to the Library), the College must review the order every twenty (20) working days in the light of any developments and of any further comments made by the student or anyone else on their behalf.
- 6.28 Such a review does not have to include a hearing or submission in person, but the student has the right to submit further written comments.
- 6.29 If the suspension order has lasted more than ninety (90) working days, the College will automatically refer the matter for possible termination of the student's registration.

Stage 3 – Termination order

- 6.30 The College must communicate in writing any final termination order to the student within ten (10) working days of the date of the suspension order, the passing of the date for the student to request a review, the expiry of the suspension order, or the completion of the review – whichever comes last.
- 6.31 The final order must specify:
- (a) the situation that gave rise to the regulations being enforced;

- (b) the exact details of the termination; and
- (c) the student's right to submit written comments.

- 6.32 The final termination order must be signed by the Chair of the Academic Board and countersigned by the Academic Registrar, and issued under the College seal.
- 6.33 The termination will normally be in force from ten (10) working days after it is communicated and must be recorded as such.
- 6.34 The Academic Registrar may vary or revoke a termination order at any time before it becomes final.

Advice and support

- 6.35 Advice for students on suspension and termination of registration, and the associated lower-level College rules is available from the Office of Student Complaints, Appeals and Regulation (oscar@gsmlondon.ac.uk) or the GSM London Students' Union (union@gsmlondon.ac.uk). More complex queries may be referred to appropriate individuals.
- 6.36 Advice for staff on suspension and termination of registration is available from their nominated Academic Policy Partner.
- 6.37 If any staff development needs are identified, these may be discussed with members of the Staff and Educational Development Team.

Fees

- 6.38 No additional fees or charges are associated with this regulation.
- 6.39 The College is not liable for any financial or other consequences incurred as a result of action under this regulation.

Legal and regulatory context

- 6.40 These regulations concern the terms on which the relationship between the student and the College may be ended. Therefore, while there is limited legal context specifically on suspension and termination of students, these regulations have taken account of the principles of contract law that apply to relationships between students and Higher Education institutions.
- 6.41 The College may not be bound by the principles in paragraph 6.40 and this policy alone may not provide the procedure to meet all of these principles, some of which may be met by other College policies and procedures. The College uses the principles as guidance only, to help it deal soundly with these matters.

Enforcement, monitoring and review

- 6.42 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Academic Registrar, who will take such action to enforce this policy as they think necessary.
- 6.43 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how these regulations are interpreted and applied.
- 6.44 The annual report must include statistical data on the number of suspensions or terminations by type; the outcomes, Departments and programmes from which they originate; the length of the process; and the equality characteristics (including sex, disability and ethnicity) of those suspended or had their registration discontinued.
- 6.45 Every two (2) years, the College must review these regulations to ensure that:
- (a) they remain up to date and continue to meet the expectations of the UK Quality Code, applicable legislation or guidance;
 - (b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
 - (c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies and regulations):

Responsible Officer: Academic Registrar

Approved by: Board of Directors and Academic Board

Version: 2.0

Date: June 2017

Monitoring and Review Body: Academic Board

Effective From: July 2017

Next Scheduled Review: June 2018