

# REGULATIONS FOR WITHDRAWAL AND SUSPENSION OF STUDIES

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# Regulations for Withdrawal and Suspension of Studies

- 1) Students register for a programme of studies. The programme of studies requires the students to be registered on units, some of which are compulsory (core), some optional, and some may be elective.
- 2) Once a student has registered on a programme of studies, she/he is expected to complete that programme within the normal study periods unless she/he withdraws from the University or suspends his/her studies (a practice also known as temporary withdrawal).
- 3) Students will pay the fee regime in force at their initial enrolment on the course, subject only to annual increases in line with inflation for Home students. This commitment will hold good for the normal course length plus two years. After this time has lapsed, if for any reason students have not completed their course, including periods of interruption, students will be charged the new fee regime. However, undergraduate students eligible for tuition fee loans under an old fee regime will continue to be charged this fee regime. International student fees will be subject to annual increase.
- 4) A student who wishes to withdraw from the University should do so by completing an on-line Withdrawal Form and submitting it to the relevant Head of Department or School. The date of last attendance will be the date the University is notified of the student's withdrawal by the completion of the online Withdrawal Form, or written request.
- 5) The relevant Head of Department or School, or her/his nominee, shall warn any student with poor attendance and/or engagement in their studies, and with no extenuating circumstances, that he/she may be withdrawn/excluded from the University., A student who is withdrawn/excluded from the University for poor attendance or engagement in studies will not be permitted to re-enter the University in this academic year. In the event that a student wishes to complete his/her course he/she will need to reapply to the University to rejoin the course in a subsequent academic year.
- 6) Further, the University reserves the right to withdraw a student from her/his programme of studies if she/he is in breach of fulfilling the requirements of becoming a fully registered student of the University, which are renewed at each registration period. A defaulting student will have her/his services withdrawn which may lead to exclusion from the University.
- 7) Submission of a Withdrawal Form, or written request, shall terminate the student's registration in both the programme of study and all units associated with it, and any assessment entitlements, with effect

from the last date of attendance as recorded on the Withdrawal Form. A student who has withdrawn shall have no right or expectation of re-admission to the University.

- 8)** The student's tuition fee shall be based on liability periods and the annual fee charged for the period of registration until the date of withdrawal in accordance with the current version of the refund policy as published in the Tuition Fee Policy on the University's website at: [www.myport.ac.uk](http://www.myport.ac.uk) (and search for Tuition Fee Policy). In all cases, any unpaid balance of fees will become due immediately.
- 9)** A student may wish to suspend her/his studies, a practice also known as temporary withdrawal.

Where this is the case the following shall apply:

- a)** suspension of studies is not a student right;
- b)** complete withdrawal from the University is a student right;
- c)** a new student cannot be suspended in her/his first two weeks of study;
- d)** suspension of studies for a full-time or sandwich student shall mean suspension from all units associated with the programme of study on which she/he has registered;
- e)** suspension of studies for a part-time student may mean either suspension from all units or only from some of the units associated with the programme of study on which she/he has registered;
- f)** a student wishing to suspend studies must make such a request in writing, together with reasons to support this request, addressed to the Head of Department responsible for her/his programme of study. The request must state when the suspension is wished to end and that date shall always be the start of a relevant study period, normally an academic year or teaching block, except in the case of practice or placement units and in the case of postgraduate dissertation units where a different date may apply. A period of suspension cannot last longer than 1 year, without a further request being necessary, and any such further request will only be agreed to in exceptional circumstances;
- g)** a part-time student must make plain whether she/he wishes to suspend from the programme of studies in full or only from particular units, which must be clearly identified in the request;
- h)** on behalf of the University, the Head of Department, or nominee, shall consider and may agree to the request from the student to suspend studies;
- i)** on behalf of the University, the Head of Department, or nominee, may refuse a request from a student to suspend studies if, in her/his opinion, the reason is not adequately related to genuine personal problems or changes in circumstance;

- j)** if a student fails to be assigned credit for a period of two calendar years, the Board of Examiners will exclude that student unless it believes that to do so would be unjust. The Head of Department, or her/his nominee, must give this regulation due consideration when considering a request to suspend studies;
- k)** a student should seek suspension of studies rather than consideration of extenuating circumstances if her/his difficulties are so extensive as to have affected performance across the board and are of a nature that is unlikely significantly to lessen over a period of time;
- l)** the suspension comes into effect from the date of last attendance. The date of last attendance will be the date the University is notified of the student's wish to suspend by the completion of the Suspension Form or written request. Exceptionally, if a student has extenuating circumstances but is unable to complete the work on assessments for a period of longer than 20 working days as allowed under the extenuating circumstances policy, the request for suspension of studies may request the starting date of the agreed suspension set back to an earlier point in order to assist the student. In such cases, the Head of Department or nominee shall attach a note to the Suspension Form to state that she/he is aware the suspension date is exceptionally more than two calendar weeks before the date the student submitted the form and that she/he is satisfied that extenuating circumstances exist which justify this action being taken;
- m)** the Department must record details of the suspension on the Suspension Form SF, including in the case of a part-time student details of whether the student is suspending study of particular units or the entire programme of study, and process it according to current instructions issued by the Academic Registry.

**10)** Where the University agrees to a request to suspend studies, the following shall apply:

- a)** If the student suspends from the programme of study the student's tuition fee shall be based on the fee liability periods for the period of study when the suspension comes into effect in accordance to the current version of the refund policy as published in the Tuition Fee Policy on the University's website at [www.myport.ac.uk](http://www.myport.ac.uk) (and search for Tuition Fee Policy).
- b)** if the University's records show that the income collected is less than this amount, the student will be liable for immediate payment of the outstanding amount. Failure to pay will result in exclusion of the student from the University and prevent the student rejoining the programme;
- c)** if the University's records show that the income collected exceeds this amount, the Academic Registry shall cause the balance to be credited against future tuition fees;

- d)** if the student suspends from a unit or units of studies there will be no recalculation in the tuition fee;
- e)** in any unit included in the agreed suspension of studies, the student shall be withdrawn from the unit on the corporate Student and Course Management System and Unit Assessment Boards shall not consider the student in any unit for which the student has not completed and submitted all assessments at the time the suspension comes into effect, nor shall the student be included in any statistical review of the unit;
- f)** in any unit included in the agreed suspension of studies, Unit Assessment Boards shall consider a student's performance in any unit for which the student has completed and submitted all assessments at the time the suspension comes into effect and shall include the student in any statistical review of the unit;
- g)** a suspended student may not undertake second attempt assessment or deferred first attempt assessment in units included in the agreed suspension of studies until such time as her/his suspension ends;
- h)** the Head of Department, or nominee, shall confirm the date on which the student may resume her/his studies. Normally that date will be as requested by the student in her/his request to suspend studies, and shall always be the start of a relevant study period, normally an academic year or teaching block, except in the case of practice or placement units where a different date may apply;
- i)** if a student fails to resume her/his studies at this confirmed date she/he must either make a request for further suspension of studies (which will only be agreed in exceptional circumstances) or she/he will be withdrawn from her/his programme of studies as per regulation 7 above;
- j)** if, when a student resumes her/his studies, second attempt assessment opportunities are no longer valid, in the judgement of the Head of Department or School, or her/his nominee, then the student shall be required to repeat those units where she/he has outstanding second attempt assessment conditions;
- k)** if a student has been withdrawn from a unit in accordance with e) above, this attempt will not be counted for any regulatory purposes, i.e. if it was her/his first attempt at the unit, on resumption of study she/he shall not be subject to repeat assessment regulations.