

BPP University – University Policies and Procedures

Changes in Student Registration and Status



Scope	Students/Staff
Approved Date	September 2025
Approving Authority	Education and Standards Committee
Date Effective	September 2025 (v.2.0)
Review Date	July 2027
Document Owner	Office for University Academic Quality
Purpose	Outlines the circumstances under which changes in a student's registration and status with the University are subject to change, including the procedures for doing so.

Regulatory Mapping

BPP University General Academic Regulations
Section C: Registration, Engagement, Progress, and Conduct

BPP University
University Policies and Procedures
Changes in Student Registration and Status

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1. Change of Programme

Principles

- 1.1. As stipulated in the General Academic Regulations (GARs), Part C, students may, under certain circumstances, change their programme of study. The GARs set out the conditions under which those changes of programme may take place, and for the purposes of this policy, they are provided below:
- a) Where the student wishes to change to a higher programme of study, of which their current programme of study is an interim programme of study of that higher programme of study, they must: demonstrate the entry requirements for the higher programme of study (including any Student Visa requirements); and, the change of programme must be approved prior to the learning and teaching activities of that higher programme of study commencing.
 - b) Where the student wishes to change from their current programme of study to a lower interim programme of study of that current programme of study, they must: demonstrate the entry requirements for the lower programme of study (including any Student Visa requirements); and, have the change of programme approved before learning and teaching activities of the lower interim programme of study have been completed, and prior to the assessment activities commencing of that lower interim programme of study.
 - c) Where the student wishes to change from their current programme of study to a programme of study that is an alternate pathway of the same programme of study, they must: demonstrate the entry requirements for the same programme of

study and its alternate pathway; and, the change of programme must be approved prior to commencement of the learning and teaching of that alternate pathway.

- d) There may be circumstances where a programme that is delivered face-to-face on site at a BPP University Centre, is also provided online and can be studied by distance. Students may find that due to a change in circumstances they wish to move from a face-to-face version of a programme to an online version of that same programme (where available). If the student is a Sponsored Visa Student, and they choose to make this change, their Student Visa will be curtailed and they must complete any online study from their home country.
- e) In the converse to option e), there may be circumstances where a student wishes, where available, to change from an online programme to a face-to-face version of that same programme (where available). This would not normally be allowed for students requiring a Student Visa, as Sponsored Visa Student status and related sponsorship must be conferred from the outset of the programme.
- f) Where the student wishes to change from their current programme of study to a programme of study that has no relation to their current programme of study by nature of credit obtained and modules undertaken in that current programme, they must: withdraw from their current programme of study, and seek admission to their new programme of study. A determination may be made by the Dean of the School of the new programme as to whether credit achieved from the original programme of study can be considered under Recognition of Prior Learning.

Procedure

- 1.2. Where a student wishes to change their programme under 1.1. a)-e), they must complete the Change of Programme, Mode, or Location Request Form which is provided on The Hub (Virtual Learning Environment) which must then be:
 - a) Submitted to the Award Lead or nominee for approval. As part of this process, it is the student's responsibility to ensure they liaise with the appropriate University departments to manage any potential financial and/or Student Visa implications (if a Sponsored Visa Student). The Change of Programme, Mode, or Location Request Form provides the contact details of these teams.
 - b) If the Award Lead or nominee approves the Change in Programme, it will be submitted to the Office for University Academic Quality for approval.

- c) If approved by the Office for University Academic Quality, then this will be forwarded to University Central Administration for processing, who will advise the student and the relevant School of the change.
- 1.3. Where a student wishes to change their programme under 1.1. f), the student must:
- a) Consult the Award Lead of the new programme they wish to transfer to, to ensure that they meet the entry requirements of that programme and where possible discuss whether any of the credit obtained on their current programme may be considered under Recognition of Prior Learning.
 - b) If both the Award Lead of the new programme, and the student wish to proceed with the change of programme, the Award Lead of the new programme will confirm in writing to the student that they would be prepared to accept them to the new programme, and any potential recognition of prior learning that may be accepted.
 - c) The student must then check with both Student Finance, and Study Visas (in the case of Sponsored Visa Students) of any implications that this change of programme may have, and receive in writing from them how those will be addressed were the change of programme to take place.
 - d) Once the student has made these consultations, and received appropriate confirmations in writing of any implications or conditions they must meet, the student must then approach the Award Lead of their current programme, and request a withdrawal (see Section 3 of this policy).
 - e) Once the student has their withdrawal confirmed, they can then apply for admission to their new programme of study.
- 1.4. Sponsored Visa Students who change their programme of study will only be provided with an extension to their current Student Visa where the change in programme of study necessitates the in-person and in-country delivery of teaching, and/or that this extension is permitted under UKVI guidelines. As outlined above, students should consult with Study Visas, who will provide clear advice on visa implications resulting from a change of programme, and their decision with respect to an application for a Student Visa extension in relation to change of programme is final. Where a student believes they have grounds to challenge this decision, they may lodge an academic appeal, but must do so with valid grounds as articulated in the Academic Appeals Policy.

2. Interruption of Studies (IoS)/Break in Learning (BiL)

Principles

- 2.1. As stipulated in the General Academic Regulations (GARs), Section 2, Alterations to Registered Status, a student may take Interruption of Studies (IoS)/Break in Learning (BiL) as a period of approved absence from a student's programme of study where a date for re-entering the programme at an appropriate point has been approved by the School. It can be requested by the student, but it is not a guaranteed right.
- 2.2. An IoS/BiL request must be supported by evidence of the last date of attendance or engagement, and can be granted for a number of reasons, which include but are not necessarily limited to:
 - a) Ill-health of a serious or extended nature;
 - b) Financial hardship where the student is unable to meet the financial requirements of their programme (e.g., fee payment, maintenance), or who otherwise needs to return to employment for a period of time;
 - c) Maternity or paternity leave or parental duties of a similar demanding kind;
 - d) Significant compassionate grounds.
- 2.3. IoS/BiL can be requested for a period of up to 12 months in the first instance. This can be further extended by 6 months on request to the School. A student can take no more than 18 months of IoS/BiL in total.
- 2.4. Students will need to take into account the financial and/or visa implications that accompany taking an IoS/BiL. Students in receipt of SLC funding (or for degree apprentices, funding tied to their employment as a degree apprentice) must be mindful that this financial support will be suspended for the period of IoS/BiL. Furthermore, Sponsored Visa Students are to be made aware that there will be implications on their leave to remain should they choose to take an IoS.
- 2.5. Permission to take an IoS/BiL must not be granted if the length of the student's programme of student will exceed the maximum period for completion of the programme and impact on funding will be assessed.
- 2.6. Retrospective applications for IoS/BiL (12 weeks after the proposed date of commencement) will not normally be permitted, and all applications for IoS/BiL should be made at the time they are required. There may however be rare and exceptional instances where a retrospective application is required, with the Student Records Office assessing each application on a case-by-case basis. The Student Records

Office may also be required to consult the University Proctor as part of this process. This exceptional provision should not be taken as an indication or guarantee that a retrospective request will be granted.

- 2.7. A student who takes an IoS/BiL shall carry forward all assessment results that the student had obtained prior to the commencement of the period of their IoS/BiL. A student may take examinations or assessment whether first sits or resits only after returning to the programme. A student who has failed a module or stage of a programme and wishes to IoS/BiL and who has not been granted a concession or an appeal must carry forward the failed marks. On returning to the programme any examinations or assessments which are resat shall be capped at the pass mark.
- 2.8. A student who is permitted to take an IoS/BiL for reasons which may have also adversely affected their performance in a previous examination or assessment, but which is not covered by the period of IoS/BiL, may make a concession application to the Board of Examiners in accordance with the Rules on Extenuating Circumstances and Concessions.
- 2.9. Where a programme is amended during the course of a student's IoS/BiL the student shall be required to return to follow the amended programme for the remainder of their studies. Where a conflict arises, for example because of a change in the weighting of the assessment diet, the Board of Examiners shall be asked to resolve the matter in consultation, if appropriate, with the relevant professional body.

Procedure

- 2.10. Students must discuss their application in the first instance with the Award Lead of their programme of study (or nominee) or Coach (or nominee) in the case of Degree Apprentices.
- 2.11. An application must be made on the IoS/BiL Application Form for their respective School which is held on the Hub (Virtual Learning Environment) under Student Services. Alternative arrangements for BiL applications may be in place for Degree Apprentices, and the Coach (or nominee) will provide details on this.
- 2.12. The Award Lead/Coach (or nominee) must record their decision and include:
 - a) The grounds upon which the IoS/BiL was granted;
 - b) The dates specifying the period of the IoS/BiL;
 - c) Any issues that had been noted that might affect the programme of study to which the student intends to return

- d) Any conditions for re-entering the programme;
 - e) The fees, if any, to be charged;
 - f) Any action to be taken or applications to be made in relation to examinations or assessments.
- 2.13. The Award Lead/Coach (or nominee) must write to the student confirming their decision and, where an IoS/BiL has been granted, set out the details referred to in 2.12. above. The Student Records Office are to then be provided with the approved request, with this information attached. The process must be completed in its entirety within 20 working days of the application being formally approved.
- 2.14. The Academic Quality & Standards Committee will receive quarterly reports on applications for IoS/BiL and monitor trends.

Student Status and Access to the University during an IoS/BiL

- 2.15. For the period of IoS/BiL the student's status will be set to interrupted as the student is not in attendance at the University. The student during this period of IoS/BiL will have limited access to the University, and students do not receive any form of tuition, nor formally attend and participate in University societies and activities.
- 2.16. Students are expected to correspond with the University under the terms and conditions of the IoS/BiL and expected re-engagement from their IoS/BiL. Students therefore continue to have access to their computer accounts for the purposes of this communication.
- 2.17. Where it is necessary, students on IoS/BiL may make an arrangement to receive on-going support from Safeguarding. This is however at the discretion of the Head of Safeguarding, and the terms of this must be agreed at the time of the IoS/BiL being arranged.
- 2.18. Where a Sponsored Visa Student takes an interruption of studies, their Student Visa will be cancelled for the period of the interruption of studies, and they must return to their home country for the period of interruption.

Appeals

- 2.19. A student shall have 15 working days in which to lodge an appeal, where an application for IoS/BiL has been:
- a) Refused;
 - b) The length of the period of IoS/BiL applied for is changed;

- c) The conditions specified to re-enter the programme are in dispute;
- 2.20. Appeals shall be lodged in writing and should be considered by the relevant Dean of School or nominee. There is no prescribed form for this appeal.
- 2.21. The Dean of School or nominee shall consider the report of the application and receive any submission from the student.
- 2.22. The Dean of School or nominee shall, within 15 working days, determine whether the appeal shall be upheld, and if so what the period and/or conditions of the IoS/BiL shall be.
- 2.23. The decision of the Dean of School or nominee shall be final, and no further submission shall be considered.

Re-engagement from IoS/BiL – Principles and Procedure

- 2.24. Re-engagement is where a student returns from their IoS/BiL, and students must demonstrate that the circumstances under which they were granted to IoS/BiL have been resolved in order to re-engage.
- 2.25. If a student fails to communicate with the University within the defined period as outlined in the e-mail confirming their IoS/BiL and any subsequent re-engagement emails following a request to state their intention to re-engage, then the student's studies will be terminated.
- 2.26. Students will be contacted by e-mail ahead of their expected return date and asked to confirm one of the following:
 - a) That they wish to return to study, and able to do so, on their expected return date. Students wishing to return to study and therefore re-engage with the University;
 - b) Request a further IoS/BiL (a student cannot have more than 18 months IoS/BiL in total);
 - c) Request for permanent withdrawal from the University (see Section 3 of this policy).
- 2.27. Towards the end of the period of interruption at re-engagement, as part of the process Sponsored Visa Students will be provided with the means through which they can apply for a new Student Visa for the remaining period of their studies. The re-issuance of a new student visa will only be provided to interrupted students where their programme requirements necessitate in-person and in-country tuition, and UKVI regulations permit this. Where a student believes they have grounds to challenge this decision, they may lodge an academic appeal, but must do so with valid grounds as articulated in the Academic Appeals Policy.

- 2.28. Re-engagement with the University: the student must be able to provide evidence that the circumstances for which they were granted IoS/BiL have now been resolved, and where applicable, any conditions of re-engagement have been met (e.g., the provision of medical evidence to demonstrate resolution of the medical issue). Students are expected to have re-engaged by the terms as set down in the re-engagement communication. Where a student fails to engage, the student will be progressed to termination of studies.
- 2.29. Inability to take further IoS/BiL due to time limits whilst still being unable to re-engage: A student who has reached the maximum limits on IoS/BiL and cannot re-engage with their studies by their expected return date due to ongoing issues will be expected to withdraw from the University. There may however be a later opportunity to be readmitted to the University, but this is at the University's discretion and may not be possible.

Appeals against refusal of the University to allow a student's re-engagement

- 2.30. Where a student is not permitted by the University to re-engage because of failure to meet the conditions specified for re-engagement, A student shall have 15 working days in which to lodge an appeal. Appeals shall be lodged in writing and should be considered by the relevant Dean of School or nominee. There is no prescribed form for this appeal.
- 2.31. The Dean of School or nominee shall consider the report of the application and receive any submission from the student.
- 2.32. The Dean of School or nominee shall, within 15 working days, determine whether the appeal shall be upheld.
- 2.33. The decision of the Dean of School or nominee shall be final, and no further submission shall be considered.

3. Withdrawal

Principles

- 3.1. Withdrawal is the process by which a student permanently leaves their programme of study. This can be for many reasons, for example, personal or health matters that mean they cannot continue on the programme, or to facilitate a transfer to another institution of Higher Education.

- 3.2. Withdrawal is most usually as a result of a student's personal choice to leave their programme of study, and differs to IoS/BiL which is a temporary interruption of studies where the student expected to return at a later date, and also differs to termination of studies, where the University takes the decision to discontinue a student's studies at the University.
- 3.3. Withdrawal can also take place on the basis of the outcome of a Fitness to Study Panel, where the University has chosen to withdraw the student because of concerns relating to their health and wellbeing. Where a student who has been withdrawn following a Fitness to Study Panel, but it has been agreed that if they later resolve the issues that were affecting their ability to engage with their studies, the student may be able to seek readmission to the University at its discretion. This is not a guaranteed right and may not be possible and the terms of this will be stipulated in the student's Fitness to Study Panel outcome.
- 3.4. Withdrawal may also be necessitated where a student has exceeded their period of IoS/BiL, and the student is unable to proceed with their studies at the point of expected re-engagement. Where a student who has withdrawn following exceeding the maximum period of IoS/BiL but has later resolved the issues that were affecting their ability to re-engage with their studies, may be able to seek readmission to the University at its discretion. This is not a guaranteed right and may not be possible.
- 3.5. When a student considers withdrawal, they should in the first instance seek advice and support from their Award Lead, who can assess the student's reasons for withdrawal and support them in considering other alternative options that do not result in the permanent ending of their studies. A student is however free to withdraw from their studies if they wish to.
- 3.6. Students are responsible for ensuring they are aware of the implications of withdrawal, especially if they are SLC funded (which will result in the withdrawal of any further funding, and repayment of funding already received), or a Sponsored Visa Student (which will result in the curtailment of their visa and affect their right to remain in the UK).
- 3.7. A student wishing to return to the University following withdrawal must formally seek readmission, and this is not a guaranteed right. Students may wish to discuss with Admissions and the School the possibility to be readmitted to the point of the programme they withdrew from, but this is not guaranteed and may not be possible and is ultimately at the discretion of the University in line with its regulations.

Procedure for Self-Withdrawal

- 3.8. The student will be expected to contact their programme Award Lead and discuss with them the effective date they wish to withdraw and the reasons for doing so. The Award Lead must discuss with the student their motivations for withdrawal and discuss alternative options with the student where permanent withdrawal may not be the appropriate option (e.g., IoS/BiL). The Award Lead must also outline the implications for withdrawal with the student (e.g., SLC funded students will have their funding withdrawn, and Sponsored Visa Students will have their visa curtailed and they will be expected to leave the country unless they have alternative visa sponsorship arrangements).
- 3.9. The student will then be expected to complete the Withdrawal of Studies Form on the Hub and have this approved by the programme Award Lead. This will then be sent to the Student Records Office who will also notify other relevant departments to affect the withdrawal. The student will be notified of the finalization of this process in writing.
- 3.10. Where a Sponsored Visa Student chooses to withdraw from the University, they will have their Student Visa curtailed and sponsorship withdrawn once the process has been finalised and will be expected to leave the UK within the time limits as instructed by Visa Compliance.

Withdrawal of Registration by the University following a Fitness to Study Panel

- 3.11. There may be instances where a student is withdrawn from the University as a result of action taken under the Support to Study Policy and Procedure. Where this action takes place this will be outlined in the Fitness to Study Panel outcome letter. If the student wishes to appeal this action, they can do so under the terms outlined in the Support to Study Policy and Procedure.
- 3.12. As outlined earlier, where a student who has been withdrawn following a Fitness to Study Panel, but it has been agreed that if they later resolve the issues that were affecting their ability to engage with their studies, the student may be able to seek readmission to the University at its discretion. This is not a guaranteed right and may not be possible and the terms of this will be stipulated in the student's Fitness to Study Panel outcome.
- 3.13. Where a Sponsored Visa Student is withdrawn as a result of Fitness to Study, or has their studies terminated for any reason at the University, they will have their Student Visa curtailed and sponsorship withdrawn only following the elapsing or completion of

any internal University appeal period, and will be expected to leave the UK within the time limits as instructed by Visa Compliance.

4. Suspension

Introduction

- 4.1. The University at times may be required to alter the registration of students to a suspended status where circumstances necessitate it. This policy outlines the circumstances under which the University would change a student's status to suspended, the procedure for doing so, and the circumstances under which that suspension would be ultimately lifted or varied. This policy refers to Section C of the General Academic Regulations (GARs), Registration, Engagement, Progress, and Conduct, point 2.5.

Circumstances where a Suspended Student Status is Used

- 4.2. The General Academic Regulations outline the following circumstances under which a student will be suspended:
- a) The student is suspended for not fulfilling or complying with their financial arrangement with the University.
 - b) The student is suspended because of matters related to their Student Visa Status.
 - c) The student is involved in disciplinary proceedings (both internally within the University, or externally to the University) that require a temporary precautionary suspension until these proceedings are concluded. This is a precautionary measure put in place to protect the University community, and the interests of the student involved in these proceedings. The Vice-Chancellor, or University Proctor through delegated authority from the Vice-Chancellor, have the power to initiate these proceedings in line with the conditions set down in this policy.

Financial Suspension from the University

(NB. This form of suspension does not apply to Sponsored Visa Students)

- 4.3. The University reserves the right to suspend the registration of a student who is in debt to the University, as per Section C of the General Academic Regulations, point 2.5., b). Please note however, that this policy does not apply to Sponsored Visa Students,

who will be advised separately on the resolution of debt to the University through the Finance Department.

- 4.4. The registration of a student who is in debt to the University will be taken through financial suspension proceedings by the Finance Department, where:
- a) the student has been informed in writing by the appropriate finance officer of the payment due to the University and has been given a clear deadline by which payment was due; and
 - b) the student has failed to pay by the due date the sum due.
- 4.5. Following the student meeting the criteria in 4.4. of this policy, the student will be issued with a Financial Suspension Warning, which will set out that the student must, within 30 days, contact the Finance Department and make arrangements to pay the outstanding debt they owe to the University. The Financial Suspension Warning will also set out that should the student not make this contact and agree arrangements for repayment, that they will have a Financial Suspension applied.
- 4.6. Where the student has not taken the actions as stipulated in point 4.5. of this policy, the Finance Department will then apply a financial suspension for a period of 30 days. The student will be notified in writing by the Finance Department, within five working days of the decision being taken. The Finance Department will inform the Student Records Office of the application of the financial suspension, and the Student Records Office will alter the student's status accordingly to suspended.
- 4.7. Where a student is suspended, they will not be permitted to attend learning and teaching activities, nor will they be able to submit assessments. The student will maintain access to their BPP University email and The Hub for the purposes of communication to manage the resolution of the debt with the University.
- 4.8. The financial suspension will be in place for a period of 30 days, during which time the student will be expected to make arrangements to resolve the payment issues with respect to the debt with the Finance Department.
- 4.9. Should the student resolve the payment issues with respect to the debt, the financial suspension will be lifted by the Finance Department, who will request that the Student Records Office update the student's status to registered. The student will be directed in the re-instatement communication on the steps they must take to fully re-engage with their studies and resolve any learning and teaching milestones they may have missed with their respective School.

- 4.10. Students should note that where arrangements are made and the terms for repayment are subsequently not complied with following the suspension being lifted, the student will be reverted to a suspension status for a further second period of 30 days. If a further second arrangement is put in place during this second 30-day financial suspension period, and the student following reversion to registered status (as outlined in 4.9. of this policy) fails to comply with the terms of repayment, they will be referred for termination of studies.
- 4.11. Should a period of financial suspension elapse with no resolution to addressing the outstanding debt between the student and the Finance Department; or the student fails to comply with the terms of repayment following two instances of reinstatement from suspension, the student will be referred to the Dean of School, or nominee, for termination of studies as set out in Section 5 of the University Policy and Procedure on Registration, Engagement, and Progress, with particular reference to *Termination of Registration Because of Debt to the University*.

Suspension for matters relating to their Student Visa Status at the University

- 4.12. The University reserves the right to suspend the registration of a student where it is required to as a result of issues with their Student Visa Status, as per Section C of the General Academic Regulations. There may be circumstances where the University chooses to suspend a student for as the have a particular issue with their Student Visa Status, and may do this at their discretion. The University also reserves the right to also proceed straight to termination of registration instead of suspension, where a student has a particular issue with their Student Visa Status at the University, and it necessitates termination of studies.
- 4.13. Normally a suspension because of Student Visa Status is applied in the following circumstances:
- a) The student has had issues with the arrangement of their Student Visa prior to entering the UK, or has experienced issues upon entry to the UK, and the University is required to pause the student's studies until the student manages to resolve the visa issues.
 - b) The student has experienced issues with their Student Visa Status in the UK, and their studies are required to be paused until the visa issues have been resolved. In this case, the student may be required to leave the UK in order to resolve the visa

issues, and will be advised at the time of suspension of these requirements by the University.

- c) There may be other reasons why the University is required to apply a suspension as a result of Student Visa Status, and in such situations the University will advise why, and also the actions the student must follow in such a situation.

4.14. Where the University intends to suspend a student as a result of Student Visa Status, the Visa Compliance Team will write to the student outlining why the suspension is being applied, the impact of this on their current right to remain in the UK, and any advice and support on the next steps to take to resolve the issues that are leading to suspension. The University will also outline the expected timeline of when the Student Visa Status issues are required to be resolved by, and that should they not be resolved in this time, the University may take one of the following two steps:

- a) The University is required to terminate the student's studies as the Student Visa Status issues cannot be resolved, and the student can no longer study at the University as a result. In such a situation, the student will be guided through the Termination of Studies section of this policy.
- b) The University, where possible, may re-register the student to complete their programme of studies online. This is not guaranteed and is subject to availability and practicality of this. In such a situation, the student will be guided through the Change of Programme section of this policy.

Precautionary Suspension, Precautionary Action, and Exclusion

4.15. As part of the University's management of student conduct s, fitness to practice, and support to study matters the University reserves the right to suspend students or put in place precautionary action with respect to their studies under the circumstances as set out in this policy. Where a student's misconduct has been confirmed and necessitates exclusion of that student from the University for a period of time, this will also be applied and supersede any form of prior suspension. This policy outlines the circumstances and procedure under which this takes place.

- 1.1. Precautionary suspension – this form of suspension is used on a temporary basis where the University determines, based on a risk assessment that a student under investigation for either a matter under the Student Conduct Policy, or Fitness to Practise Policy, or is being considered under the Support to Study process is to be temporarily suspended for precautionary reasons. It is to be noted that:

- a) This precautionary suspension does not represent a prejudgement by the University of whether the student under investigation has been found to have committed the alleged concern, or that the student is considered unfit to study. Only the final judgement of the presiding officers as named in the Student Conduct Policy, Fitness to Practise, or Support to Study policies will establish this. The steps taken to suspend are purely precautionary in nature and undertaken with no judgement or prejudice.
- b) The University will only take this action where the alleged concern when risk assessed warrants this action, and the Student Risk Panel will meet to determine whether this precautionary suspension is necessary or not.
- c) Precautionary suspension is kept under review, and where circumstances change, precautionary suspension can be revised or lifted by the Student Risk Panel where the potential risk-level of the alleged concern no longer warrants suspension.

4.1. Precautionary Action – this is where the risk assessment of the alleged concern does not warrant full suspension, but where the alleged concern warrants other precautionary restrictions in proportion to the potential risk posed by the alleged concern (e.g., restrictions on access to certain parts of the University, engagement with only restricted elements of their programme of study). It is to be noted that:

- a) This precautionary action does not represent a prejudgement by the University of whether the student under investigation has been found to have committed the alleged concern, or that the student is considered unfit to study. Only the final judgement of the presiding officers as named in the Student Conduct Policy, Fitness to Practise, or Support to Study policies will establish this. The steps taken to put in place precautionary action are undertaken with no judgement or prejudice.
- a) The University will only take this action where the alleged concern when risk assessed warrants this action, and the Student Risk Panel will meet to determine whether this precautionary action is necessary or not.
- b) Precautionary action is kept under review, and where circumstances change, precautionary action can be revised or lifted by the Student Risk Panel where the potential risk-level of the alleged concern no longer warrants the action.

- 4.2. Exclusion – a student is excluded from the University because of an alleged concern in either the Student Conduct Policy or Fitness to Practise Policy has confirmed. That is, exclusion is a sanction because of being found to have committed an offence under the terms of the Student Conduct Policy, or an infraction under the Fitness to Practise Policy. This differs to expulsion, which is the permanent removal of the student from the University. Exclusion, however, is the removal of a student from the University for a defined period of time, with an expected return date and resumption of studies at the end of the period of exclusion.
- 4.3. Procedure for Temporary Precautionary Suspension or Temporary Precautionary Action – Where an alleged concern is raised through the Student Conduct Policy, Fitness to Practise Policy, or Support to Study Policy, and it is determined that the nature of the alleged concern to be investigated could, if found, pose a risk to students, staff, or other third parties involved in a student's studies (e.g., work or clinical placements), the Proctor's Office will:
- a) Conduct a risk assessment which will then;
 - b) Be referred to the Student Risk Panel for assessment.

The Student Risk Panel will consist of:

- a) The University Proctor (Chair)
- b) The Chief Legal Officer
- c) The Head of Welfare and Student Support

The Student Risk Panel will meet (either at a scheduled meeting collectively, or where required through a desk-based exercise) to assess the risk and come to one of the following conclusions:

- a) The student is to be suspended on a precautionary basis from their studies (the terms of the precautionary suspension will be determined on a case-by-case basis, and on the determination of risk), or;
- b) The student is to have specific precautionary conditions placed on their studies and association with the University (the terms of the precautionary conditions will be determined on a case-by-case basis, and on the determination of risk), or;
- c) No action is to be taken at this point, but the student's case will be reviewed on an ongoing basis, with the possible use of options a) and b) reserved for future use should circumstances change.

Once the Student Risk Panel have come to their determination, the Proctor's Office will write to the student within 5 working days of the decision informing them of any precautionary action and make the necessary arrangements to ensure both administrative actions are taken, and pastoral support arrangements are instigated for the student under precautionary action.

- 4.4. Procedure for Exclusion – where an outcome from either the Student Conduct Policy or the Fitness to Practise Policy is exclusion for a defined period of time, this will be enacted as per the terms of that particular policy.

5. Academic Withdrawal

- 5.1. Where a student fails to satisfy a board of examiners of the minimum assessment requirements for progression between stages of a programme, or the completion of the programme itself, the termination of the student's registration shall, subject to applications under the rules for extenuating circumstances or appeal, follow as a consequence of the board of examiners confirmation of that failure. In such cases the Board of Examiners, shall write to the student confirming the student's academic withdrawal, updating the student's record accordingly.

6. Termination of Registration

Introduction

- 6.1. As outlined in the GARs, Part C, Registration, Engagement, Progress, and Conduct, the University reserves the right to terminate the registration of any student on disciplinary reasons or due to concerns relating to a criminal conviction/caution, for fraudulent application and admission to the University, the loss of immigration status and the right to study in the UK, or where the student is in debt to the University.

Termination of Studies as a result of Serious or Persistent Failure to Meet Academic Requirements

- 6.2. In the case of serious or persistent failure to meet academic requirements during a programme of study, the Award Lead may issue to a student a written warning of failure to meet academic requirements and the intention to terminate their registration;
- 6.3. The letter must state:
- a) the grounds on which termination of registration will be invoked;
 - b) the action the student should take to redeem academic progress and avoid the termination of registration;

- c) the period within which that action must be taken;
 - d) the date upon which termination of registration and academic withdrawal will be enacted.
- 6.4. If the student fails to redeem, within the period specified, their academic progress in accordance with the requirements specified in the written warning, the Award Lead must confirm in writing to the student and the Dean of School that the student's will be academically withdrawn. On receipt of the letter the Dean of School, or nominee, will revoke all rights, privileges and facilities accorded to students of the University and inform other relevant departments, and the student

Termination of Registration in Relation to Disciplinary Matters, Concerns Relating to a Criminal Conviction, or Fraudulent Application and Admission to the University

- 6.5. Where a decision to terminate a student's registration on the basis of disciplinary matters, concerns relating to a criminal conviction, or fraudulent application and admission to the University once the student has fully registered with the University, following the outcome of the procedures as set down in the Student Conduct Policy, the University Proctor or nominee will do the following:
- a) Write to the student outlining the grounds upon which they shall be terminated and their rights to appeal this decision, during the appeal window and any subsequent appeal that is lodged, the student shall remain registered in line with any additional precautionary action or suspension that may have been put in place.
 - b) Where a student either does not appeal this decision, or the outcome of their appeal to overturn this termination decision is not successful, the University Proctor will seek final approval of the Vice-Chancellor to terminate the student's registered status. Following approval, the student's status will be changed to terminated with the Student Records Office, and the student will be provided with a final outcome letter from the University Proctor confirming their expulsion from the University.
 - c) The University Proctor will report this termination to the Academic Council at the next available opportunity.

Termination of Registration in Relation to Matters Affecting Immigration Status and the Right to Study in the UK

- 6.6. Where a student fails to meet either academic progress requirements, or sponsored visa student requirements or otherwise loses or jeopardises their immigration status and right to study in the UK, the University shall terminate the student's registration.
- 6.7. The Dean of School, or nominee, shall liaise with the Visa Compliance Officer on cases which affect the visa status of a Sponsored Visa Student. On confirmation from the Visa Compliance Officer that the Sponsored Visa Student's visa status has been compromised the Dean of School, or nominee, shall write to the student confirming the termination of their registration and shall amend the student record accordingly. The Visa Compliance Officer shall inform such other external parties as required by legislation.
- 6.8. The student will then have ten (10) working days to appeal this decision, and appeals must be received within ten (10) working days of the date of the notification of termination on these grounds. The student will be placed on a status of "deemed withdrawal" until they either lodge an appeal, or the appeal time period elapses without an appeal being lodged.

Termination of Registration Because of Debt to the University

- 6.9. The University reserves the right to terminate the registration of any student who is in debt to the University.
- 6.10. The registration of any student who is in debt to the University may be suspended or terminated by the Dean of School provided that the Dean of School has received confirmation that:
- a) the student has been informed in writing by the appropriate finance officer of the payment due to the University 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 debt would lead to the Dean of School being advised of grounds for suspension or termination of registration of the student; and
 - c) the student has failed to pay by the due date the sum due.
- 6.11. In cases where the Dean of School suspends or terminates the registration of a student in debt, the student will be notified in writing by the Dean of School, or nominee, within

five working days of the decision being taken. The student has a right to appeal this decision. The decision to terminate registration on the basis of debt to the University can only be reversed as a result of a successful appeal.

Termination of Registration Because of Failure to Register at the University

- 6.12. The University reserves the right to terminate the registration of any student who does not fully register with the University within the time limits set down in GARs, Section C, point 1.2.
- 6.13. The registration of any student who does not fully register may be terminated by the Dean of School provided that the Dean of School has received confirmation that:
- a) the student has been informed in writing of their failure to register and has been given reasonable notice of the date by to complete this; and
 - b) the student has been informed in writing that failure to register would lead to the Dean of School being advised of grounds for suspension or termination of registration of the student; and
 - c) the student has failed to complete registration by the due date.
- 6.14. In cases where the Dean of School terminates the registration of a student who fails to register, the student will be notified in writing by the Dean of School, or nominee, within five working days of the decision being taken. The student has a right to appeal this decision as per paragraphs 6.16 and 6.17. below. The decision to terminate registration on the basis of debt to the University can only be reversed as a result of a successful appeal.

Sponsored Visa Student Status Following Termination of Studies

- 6.15. Where a Sponsored Visa Student has their studies terminated for any reason at the University, they will have their Student Visa curtailed and sponsorship withdrawn only once the process has been finalised, which includes following the elapsing or completion of any internal University appeal period, and will be expected to leave the UK within the time limits as instructed by Visa Compliance at the completion of procedures internally at the University.

Right of Appeal

- 6.16. A student wishing to appeal the decision reached under the provisions of this policy may do so to the Visa Appeals Board, and according to the University's Policy and Procedure on Student Appeals, 4. Student Appeals Procedure. Appeals for terminations of registration in relation to matters affecting immigration status and the right to study in the UK, must be received within ten (10) working days of the date of the notification of termination on these grounds. All other appeals must be received within twenty (20) working days of the date of the notification.
- 6.17. It should be noted that, where a student's registration is terminated on academic grounds in the course of an academic session, they will not normally be entitled to any refund of fees paid for the terms up to, and including, the term in which the decision to terminate registration was made.

Policy Revision History

Version Number	Description	Author	Reviewed by	Date
1.0	Re-alignment of policies into a new section of the UPPs. Revisions to support detail on the impact of Sponsored Visa Student Status on Registration and Status, and the introduction of Academic Withdrawal and Suspensions Policies.	Director of Academic Governance & Policy	Dean of Academic Quality & Policy	July 2024
2.0	Additional information on Student Visa Extensions, and updating of Suspension and Precautionary Action terminology.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2025