

Regulation Governing Student Registration, Attendance and Progress (w/e 2009/10)

Notes

1. Where a University officer or Head of Department is named in the Regulation, this refers to the member of staff concerned or his/her authorised nominee.
2. Points in *italics* are included for information.

This Regulation sets out requirements for registration, enrolment, attendance and progress. It includes expectations of students and information on penalties that may be imposed if these are not met. It sets out procedures for requiring a student to withdraw. This applies to all students following a University course, whether they are based at Warwick or elsewhere, for the duration of their course of study.

More information on specific course requirements, including course duration and assessment methods, is set out by academic departments and in the Course Regulations.

Advice for international students on the implications of any changes to their registration for their right to remain in the UK is available from the Immigration Service in the International Office.

Students should also refer to the University's Dignity at Work and Study Policy and the Disciplinary Regulations for further information on student behaviour within the University community.

1 Registration

This section sets out requirements for registration and enrolment. It includes information on temporary withdrawal, voluntary years out and the granting of student status to elected Sabbatical Officers in the Students' Union.

Enrolment

1. All students are required to maintain registration with the University by enrolling and re-enrolling when asked to do so. By enrolling students confirm that they agree to observe the University's Charters, Statutes, Ordinances and Regulations, and to submit to the University's discipline for the duration of their course.
2. Any student who fails to enrol or re-enrol within five weeks of being asked to do so may be required to withdraw from their course of study by the Academic Registrar. A student may appeal against this decision under section 5 of this Regulation.

Provisional enrolment

3. Students who have not met all the requirements associated with the offer of a place at the University at the point of enrolment may be allowed to enrol provisionally, at the discretion of the Academic Registrar. Students in this category are expected to provide satisfactory evidence that they have met these requirements within a time period specified at enrolment. If a student does not provide satisfactory evidence by this deadline, the Academic Registrar may make a recommendation to the Chair of the Committee on Admission of Students to Courses of Study that the student be required to withdraw under section 13.4.3.

Withdrawal

4. A student may withdraw permanently from the University or a course of study at any point, through notifying the Academic Office in writing.

Temporary withdrawal

5. A student may ask to withdraw from the University temporarily, normally on health or personal grounds. Requests for a period of temporary withdrawal, supported by medical evidence if appropriate, should be made initially to the Head of Department and then to the Academic Office.
6. A student will not normally be allowed to withdraw temporarily for more than two consecutive years, or for more than a total of two years over the duration of a course.

7. Access to University IT facilities and the Library will be withdrawn during a period of temporary withdrawal. A Head of Department may make a case to the Academic Registrar for continuation of access to the Library or IT facilities.

8. Return to the University following a period of temporary withdrawal may be subject to conditions. Any conditions will be set out when the request to withdraw temporarily is approved. If these conditions have not been met at the point of return to the University, the student will not be allowed to re-enrol without the written agreement of the Academic Registrar.

9. Students registered for some part-time taught courses may be permitted to suspend their studies, if this is set out under the relevant Course Regulations. In this instance, a student may request a suspension for a period of up to twelve months. The maximum consecutive period of suspension will normally be three years. The maximum period of registration set out within the Course Regulations will apply. This provision should not be used in cases where a student wishes to seek temporary withdrawal on health or personal grounds, when the procedure set out in point 13.1.5 should be followed.

Voluntary Year Out for work experience

10. A student may make a request to take a voluntary year out for work experience, following guidelines for the Voluntary Year Out Scheme available from the Academic Office (<http://www2.warwick.ac.uk/services/academicoffice/studentrecords/students/placements/voluntary>). These requests are considered by the Academic Registrar and Pro-Vice-Chancellor (Teaching and Learning) on behalf of the Senate. If a request is approved, the student will be granted registered student status for this period.

Sabbatical officers

11. A full-time student elected to a sabbatical office in the Students' Union may be granted leave of absence from their course, subject to approval by the Senate. A student may only be granted leave of absence on three separate occasions and for no more than two consecutive years.

12. The Senate may confer registered student status on students who have completed their course of study and have been elected to sabbatical office in the Students' Union.

13. A student who is required to withdraw after election to a sabbatical office in the Students' Union shall not be permitted to take up or continue any sabbatical office.

Requirement to withdraw

14. The University may require a student to withdraw either temporarily or permanently, through the procedures set out in University Regulations.

2 Satisfactory progress, attendance and completion of work

This section sets out general requirements and expectations in terms of progress, attendance and the completion of work. Further detail and requirements for courses of study is provided by departments.

Boards of Examiners and student progress

A student's formal progress through an undergraduate or taught postgraduate course is determined by the Board of Examiners for the course in line with the relevant University Regulation. In cases where a Board of Examiners decides to require a student to withdraw, to award no qualification or to award a lower qualification than that for which a student is registered, the student has a right of appeal as set out in the Regulation for the course in question.

Information on course requirements

At the start of an academic year, each department provides students with information on the courses for which it is responsible. This will include information on classes, assessment, monitoring processes and any other requirements for students. This will include details of monitoring points identified by departments for each course.

Information on absence

The department will also provide details of procedures to be followed if a student is absent from classes and information on any penalties that may be imposed if a student fails to submit work required, submits work late or fails to attend classes without a reasonable explanation.

1. Students are expected to engage fully with their course of study, take responsibility for their own learning and co-operate with their department and wider University as members of the University community. Students must comply with the requirements for their course as set out by the department.
2. Students are expected to inform departments of any health problems, changes in circumstances or other difficulties that may affect their progress. If a student fails to inform the department, these circumstances cannot be taken into account.
3. Students may be required by the Head of Department to meet with staff in the department. Students may also be required to meet with administrative staff in the wider University.
4. If a student's progress or behaviour persistently fails to meet the expectations set out in this Regulation and departmental course requirements, the Head of Department may recommend to a Continuation of Registration Committee that the student be required to withdraw (under section 13.4.4).

3 Penalties for late submission or failure to attend classes

This section sets out penalties that may be imposed if a student submits work late or does not attend classes.

1. Heads of Departments may impose the penalties set out below for late submission of assessed work or failure to attend classes. If additional coursework or examination is required this will contribute to the student's mark for that module, as determined by the Head of Department and module leader.

(a) For late submission, if no formal extension has been granted, a reduction in marks of 5 percentage points per working day for undergraduate students and 3 percentage points per working day for postgraduate students. Pieces of work with a credit value less than or equal to 2 CATS are exempt from this policy. Alternatively a Head of Department might require a student to submit additional coursework or sit an additional examination.

(b) For failure to attend classes a requirement to submit additional coursework or sit an additional examination.

2. Before determining a penalty for failure to attend classes, the Head of Department will consult the module leader, the personal tutor of the student concerned and the departmental senior tutor. The student will be given 10 working days from notification to present their case to the Head of Department. The decision of the Head of Department is final and the student will be notified in writing.

3. In addition to the sanctions within departments, if a student is absent from classes for a period of at least five weeks or misses eight departmental monitoring points, the Academic Registrar may require the student to withdraw (under section 13.4.1). A student may appeal against this decision under section 5 of this Regulation.

4 Grounds and procedure for requiring a student to withdraw temporarily or permanently

This section sets out the grounds on which a student may be required to withdraw and the procedure to be followed. In all cases, a student has a right of appeal, under section 5 of this Regulation.

Under the University's Statutes, the Vice-Chancellor may also suspend any student or exclude them from the University without notice. This provision is intended to protect members of the University and the University's reputation.

Unexplained absence and failure to enrol

1. The Academic Registrar may require a student to withdraw under points 13.1.2 or 13.3.3 in the following circumstances:

- (a) If a student fails to enrol within five weeks of being asked to do so.
- (b) If a student is absent from classes for five weeks without a reasonable explanation or excuse.
- (c) If a student misses eight departmental monitoring points without a reasonable explanation or excuse.

Immigration requirements

2. If a student does not hold an acceptable visa, in line with UK immigration requirements, the Academic Registrar may refuse to allow the student to enrol, require the student to withdraw temporarily or defer the offer of a place pending the issuing of a visa, or require the student to withdraw permanently.

Fraudulent information within an application or failure to meet entry requirements within a period of provisional enrolment

3. This procedure should be used if evidence arises that was not available at the point of admission to the University of the inclusion of fraudulent information within an application made by a student who is already enrolled (as set out in the [Regulation on Admission to the University](#) (6.3(d)), or if a student fails to meet entry requirements by the deadline set out at enrolment (*under section 13.1.3*).

- (a) The Academic Registrar will advise the student in writing that a recommendation that the student should be required to withdraw is likely to be made. The student should be given the opportunity to make their case in person or in writing within 10 working days of notification.
- (b) The Academic Registrar will consider the student's explanation and may recommend to the Chair of the Committee on Admission of Students to Courses of Study that the student be required to withdraw.
- (c) The Committee on Admission of Students to Courses of Study, appointed in line with [Regulation 6\(4\)\(a\)](#) will consider the case, in line with the Procedures for Committees dealing with student cases.
- (d) The Committee may either uphold the recommendation requiring the student to withdraw or reject the recommendation. If the Chair rejects the recommendation, the student will be allowed to continue unless the student is registered on a professional course covered by [Regulation 34 on Fitness to Practise](#). In this case the Chair should consult the Head of the relevant department to determine whether a Fitness to Practise Committee should be convened to consider the case.
- (e) If the Committee upholds the recommendation requiring the student to withdraw, the student has a right of appeal under Section 5 of this Regulation.

Concern over attendance, progress, capacity to study, behaviour and re-admission following temporary withdrawal

4. A Head of Department or the Registrar may recommend to a Continuation of Registration Committee that a student be required to withdraw either temporarily or permanently on the grounds set out below. In all cases, the student should be advised in writing that a recommendation is likely to be made. The student should be given the opportunity to make their case in person or in writing within 10 working days of notification.

Concern over attendance or progress

(a) If a student's attendance or progress is unsatisfactory, the Head of Department may recommend to a Continuation of Registration Committee that the student be required to withdraw.

Concern over capacity to study

(b) If a student's health or personal circumstances are preventing them from continuing effectively with their course, the Head of Department or the Registrar may recommend to a Continuation of Registration Committee that the student be required to withdraw. In an emergency, if a student is unable to continue with the course, the Registrar may require the student to withdraw immediately on a temporary basis, pending a recommendation to a Continuation of Registration Committee.

Concern over behaviour

(c) If a student repeatedly behaves in a way that is unreasonable or inappropriate, the Registrar or Head of Department may recommend to a Continuation of Registration Committee that they be required to withdraw. If a student's behaviour constitutes an offence under the Disciplinary Regulations, then the matter may be considered under the Disciplinary Regulations, either as an alternative to the Continuation of Registration process or alongside it.

Re-admission following temporary withdrawal

(d) If there is reasonable concern about the readmission of a student to the University as a result of information which becomes available during a period of temporary withdrawal the Academic Registrar may ask a Continuation of Registration Committee to consider whether or not the student should be permitted to re-enrol. This might apply if evidence becomes available regarding illegal activities or a clear risk of involvement in illegal activities.

Fitness to Practise

5. For students registered on the MB ChB, the MA/Diploma in Social Work, the PGCE or Counselling courses, the Head of Department may recommend that a case be referred to a Fitness to Practise Committee instead of or in addition to the Continuation of Registration Committee, in line with the University's Fitness to Practise Regulations.

Constitution of Continuation of Registration Committees

6. A Continuation of Registration Committee shall be appointed by the Vice-Chancellor to consider any recommendations that a student be required to withdraw made under point 13.4.4 of this Regulation.

7. The Committee shall have three members, drawn from a panel appointed by the Senate. The Committee should not include any member of the student's department or any other member of staff involved in the teaching or supervision of the student.

8. The panel appointed by the Senate will include the Chairs of the Undergraduate and Graduate Studies Committees of the Boards of the Faculties, the Chair of the Committee on Admission of Students to Courses of Study and up to 10 other members of academic staff.

9. A Continuation of Registration Committee may make the following decisions.

- (a) To require the student to withdraw permanently from the University.
- (b) To require the student to withdraw temporarily, in which case the Committee should determine the period of withdrawal and set out any conditions relating to the student's return to the University.
- (c) To allow the student to continue at the University.
- (d) To allow the student to continue at the University, subject to any conditions relating to the student's continued enrolment.

5 Procedure for appealing against a requirement to withdraw

Grounds for appeal

1. If a Continuation of Registration Committee or the Committee on the Admission of Students to Courses of Study requires a student to withdraw temporarily or permanently, the student has a right of appeal within 15 working days of notification. Appeals may be made on the following grounds:

- (a) A procedural irregularity or unfair discrimination in the conduct of the Committee.
- (b) That relevant evidence has become available which the student was unable to present to the Committee. In this instance, the student is required to explain why the evidence was not available earlier.

2. Students who are required to withdraw under points 13.4.1 or 13.4.2 of this Regulation also have a right to appeal within 15 working days of notification. Appeals may be made on the following grounds:

- (a) Procedural irregularity or unfair discrimination in the decision to require the student to withdraw.
- (b) That relevant evidence has become available which the student was unable to present previously. In this instance, the student is required to explain why the evidence was not available earlier.

Preliminary Review Panel stage

3. Appeals will be considered under the Regulation relevant to the student's course of study, which set out the constitution for the Preliminary Review Panel and the Appeals Committee.

4. An appeal will first be considered by a Preliminary Review Panel. The Preliminary Review Panel must decide whether the evidence presented constitutes grounds for an appeal as set out in 13.5.1 or 13.5.2 above. The Preliminary Review Panel must not otherwise seek to determine the merits of the appeal.

5. The Preliminary Review Panel must reject an appeal if it decides that:

- (a) The student has not put forward any grounds for appeal, as allowed in Section 13.5.1 or 13.5.2.
- (b) For appeals on the basis that relevant evidence has become available which the student was not able to present previously, the student has not put forward an explanation for the lack of availability of this evidence when the original decision was made to require the student to withdraw.

6. Where the Preliminary Review Panel considers that the evidence constitutes grounds for an appeal, the case will be referred to an Appeals Committee, constituted under the Regulations relevant to the student's course of study.

Appeals Committee stage

7. An Appeals Committee may make the decisions set out below. The decision of the Appeals Committee is final.

(a) To reject the appeal, thus confirming the decision to require the student to withdraw permanently or temporarily. In the case of temporary withdrawal, an Appeals Committee may set out any conditions relating to the student's return to the University.

(b) To uphold the appeal, thus allowing the student to continue at the University. An Appeals Committee may also put in place any conditions for the student's continued enrolment that it deems appropriate.