

EXTRACT FROM THE UNDERGRADUATE REGULATIONS AND TAUGHT POSTGRADUATE REGULATIONS 2016/2017

Procedure for the termination of enrolment on non-attendance grounds and appeal against this decision

4.4 Attendance

- 4.4.1 Full-time and part-time students are expected to be in attendance at the University during term time including any periods of formal examination or other assessment. In the case of a student following a programme of studies by distance learning, attendance means demonstrable activity on the programme of studies.
- 4.4.2 Each School is responsible for monitoring student attendance and registers will normally be taken on a regular basis. There is a statutory responsibility placed upon universities to monitor attendance of international students who are in the UK on a Tier 4 visa and to report to the Home Office when a student has been found not to be engaging with their course. International students attending the University of Lincoln must comply with the conditions of their visa. In addition, students are required to note that the University of Lincoln must comply with its legal obligations to the United Kingdom Visas and Immigration (UKVI) as a Tier 4 sponsor. Students found to be in breach of the conditions of their visa in relation to attendance will, unless they are able to show good reasons/extenuating circumstances, have their Tier 4 sponsorship withdrawn and, consequently, their enrolment at the University terminated. For the full list of conditions of the Tier 4 visa, please refer to the UKVI website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.
- 4.4.3 Where a student is not in attendance, the University may suspend or terminate the student's enrolment. The University shall act fairly in taking such a decision.
- 4.4.4 The University shall adopt a policy on student attendance under these regulations, which shall from time to time be reviewed, and, where necessary, be revised.

4.7 Termination of Enrolment and Registration

Termination on academic grounds

- 4.7.3 Where a student has exhausted all reassessment opportunities and has not met the general pass standard for the current level of study, including any variations agreed by Academic Board in order to satisfy professional body regulations, the student will be deemed to have failed and their enrolment on the programme terminated.
- 4.7.4 The University is also entitled to terminate the enrolment of a student who fails to fulfil the attendance requirements (see section 4.4). In such circumstances, a student will receive 5 working days' notice in writing to attend a Panel Meeting chaired by the Head of School ¹(or nominee) where the student will be given the opportunity to provide adequate reasons and/or evidence as to why their enrolment should not be terminated. If the Panel rejects the reasons or evidence submitted, the student will be advised in writing that their enrolment has been terminated and their right to appeal the decision.

¹ Head of School also refers to Deputy Head or Head of Department

- 4.7.5 A student whose enrolment has been terminated in accordance with section 4.7.4 may lodge an appeal within 10 working days of the date of the termination letter. An appeal must be lodged on the form provided (available from Secretariat) on either of the following grounds only:
- (a) that there were extenuating circumstances adversely affecting the student's attendance which for valid reasons the student did not make known to the Extenuating Circumstances Panel at the appropriate time either in sufficient detail or at all. Normally, the only acceptable valid reasons will be that the student was unable or incapable of bringing the circumstances to the Panel's attention. The student must provide documentary evidence to support their claims.
 - (b) that there was a material error in the conduct of the process that was of such a nature as to cause reasonable doubt as to whether the outcome might have been different had the error not occurred.
- 4.7.6 The student must provide all material and evidence that they wish to be considered in support of their appeal at the time that the appeal is made. A student who submits an appeal may continue to attend lectures, seminars etc pending the outcome of the appeal.
- 4.7.7 The Appeals Officer will forward the appeal to the Director of Student Affairs (or nominee) for consideration. The appeal should normally be completed within 15 working days. In considering the appeal, the Director of Student Affairs (or nominee) has the discretion to make enquiries of such persons (including the student, tutors, programme leaders, unit co-ordinators and the visa compliance team) as they deem necessary.
- 4.7.8 The Director of Student Affairs (or nominee) shall notify the Appeals Officer of the outcome of the appeal and give reasons for the decision. The Director of Student Affairs (or nominee) may confirm the decision to terminate the student's enrolment or reinstate the student onto their programme of study. This decision is final and will be notified to the student in writing by the Appeals Officer. If termination of the student's enrolment is confirmed, the Appeals Officer will issue a Completion of Procedures letter.
- 4.7.9 In the event of termination as set out in the paragraphs above, where the student has accumulated the requisite number of credits, the Board of Examiners may confer an alternative exit award. Individual programme specific Assessment Regulations set out the detail of exit awards that are available. A student may receive only one award in respect of any programme of study. A candidate who accepts a lower award rather than taking the opportunity to be reassessed may not normally elect to subsequently be reassessed.
- 4.7.10 In the unfortunate event that a student dies while on the programme, all details and information should be sent to the Director of Student Affairs.
- 4.7.11 The University shall exercise reasonably the powers provided by these Regulations and follow a procedure that treats the student fairly.