Student Attendance and Academic Progress Requirements and Absence Procedures

1. APPLICATION

The Student Attendance Requirements and Senate Absence Procedures apply to all students registered on Programmes leading to an award of the University.

1.1 All students are expected:

1.1.1 to be engaged with their Programme of Study for the full duration of the published session dates for their Programme of Study;

1.1.2 to comply with the attendance requirements for their Programme of Study.

1.1.3 to notify the University of absence from their Programme of Study.

1.2 Heads of School are responsible for ensuring that students are informed of the attendance requirements for the Programme of Study and for dealing with any students not complying with such requirements in accordance with these Procedures.

1.3 Students must complete enrolment no later than two weeks after the start of teaching on their Programme or such earlier date as may be specified by the Board of Studies (the latest attendance date).

1.4 Application of these Procedures and consequent action by the University to notify external agencies regarding individual students will be fully consonant with the requirements arising from statutory provision.

2. DEFINITIONS

2.1 The following definitions will apply to the Student Absence Procedures:

2.1.1 Short-term Absence – an absence of 10 consecutive study days or less due to illness or other circumstances. (See Section 4)

2.1.2 Interruption of Study – this applies to authorised absences of more than 10 consecutive study days for students. An Interruption of Study should not normally exceed 12 months for any category of student. (See Section 6)

2.1.3 Non-engagement – this applies where a student is absent without authorisation for more than 10 consecutive study days or otherwise fails to comply with the attendance requirements of the Programme of Study and/or fails to show evidence of an intent to engage with the learning and teaching requirements of the Programme of Study. These Procedures will be applied where a student has not applied for an Interruption of Study but has been absent from their Programme of Study for more than 10 consecutive study days. (See Section 7)

2.1.4 Unsatisfactory Academic Progress – this applies where a student is failing to meeting the academic requirements of their Programme of Study. This includes failure to comply with University or School requirements relating, inter alia, to classes, Examinations, field work, placements, practicals, projects and Coursework. (See Section 9)
2.1.5 **Exclusion** – the discontinuance of the registration of a student on his/her programme(s) for a specified period of time or permanently.

2.1.6 **Expected Contacts** – compulsory interactions (such as attendance at tutorials, seminars and Examinations or Coursework submissions) as defined by the Board of Studies (for taught programmes) or Head of School (for research programmes).

2.1.7 **Fitness to Study** – relates to a student’s ability to meet both the academic requirements of the Programme and the reasonable social and behavioural requirements expected of a student living and studying within the University environment.

3. **RESPONSIBILITIES**

3.1 The responsibility for ensuring that the attendance status of registered students is accurately recorded shall lie with the Head of School.

3.2 The responsibility for excluding a student on a temporary or permanent basis on the grounds of non-engagement shall lie with the Head of School.

3.3 The responsibility for excluding a student on a temporary or permanent basis on the grounds of unsatisfactory academic progress shall lie with the Academic Progress Committee on the recommendation of the Head of School.

3.4 The responsibility for considering appeals against exclusion on a temporary or permanent basis shall lie with a Pro Vice-Chancellor who has had no previous involvement with the case.

4. **NOTIFICATION OF ABSENCES**

4.1 Absence from study should be recorded by either the student or School from the first day of absence or as soon as possible thereafter.

4.2 Up to 10 consecutive study days of absence may be treated as a Short-term Absence. At the end of the Short-term Absence, the student or member of staff is required to confirm that the student has either returned to study or will continue to interrupt their studies.

5. **ACADEMIC IMPLICATIONS OF SHORT-TERM ABSENCES**

5.1 It is the responsibility of the student to ensure that any necessary actions that are required to mitigate against the academic implications of the absence are agreed with the staff concerned.

6. **INTERRUPTION OF STUDY**

6.1 **CRITERIA FOR APPROVING AN INTERRUPTION OF STUDY**

An Interruption of Study may be granted on the following grounds:

6.1.1 **Ill Health**

Interruption of Study may be granted to a student on grounds of illness.
6.1.2 Parental Leave

Interruption of Study may be granted on grounds of parental responsibility that would prohibit study, subject to the provision of appropriate evidence.

6.1.3 Sabbatical Office

Interruption of Study may be granted to a student who has been elected to a sabbatical post in the Students' Union.

6.1.4 Work Experience

Interruption of Study may be granted to students on non-sandwich programmes of study in order that they may obtain work experience, provided the experience to be gained is relevant to the programme of study. Students who are pursuing a sandwich programme or two-tier programme shall not normally be granted an Interruption of Study in order to obtain further work experience, unless there are exceptional circumstances, supported by a statement from the prospective employer.

6.1.5 Exceptional Professional Commitments

Interruption of Study may be granted to students on part-time Programmes of study due to exceptional professional commitments.

6.1.6 Study Abroad

Interruption of Study may be granted to students registered on Programmes which do not already include an intercalated year abroad in order that they may study at an institution of higher education overseas, provided that the experience to be gained is relevant to the Programme. Students who are pursuing a Programme which includes an intercalated year shall not normally be granted an Interruption of Study in order to complete a further period abroad, unless there are exceptional circumstances, supported by a statement from the host institution of higher education.

6.1.7 Compassionate Grounds

Interruption of Study may be granted on compassionate grounds where the alteration in the personal, domestic or family circumstances of the student justifies such a request.

6.1.8 Financial Hardship

Interruption of Study may be granted on grounds of financial hardship provided that these have arisen as a result of changed circumstances beyond the student's control and that the Interruption of Study is not being sought in order to avoid the University's fee collection procedures. (Postgraduate students should note that Research Councils will not accept an Interruption of Study on grounds of financial hardship.)

6.1.9 Academic Grounds

The Head of School may, exceptionally and where it is:
- considered to be in the student’s best interest; and
- wherever practicable, with the student’s agreement
require a student to undergo a period of interruption to ensure the student rejoins the Programme of Study at an appropriate point in the academic year.

6.2 APPROVAL OF AN INTERRUPTION OF STUDY

6.2.1 Applications for an Interruption of Study should be made in writing by the student or a member of the University staff stating:

.1 the duration of the Interruption of Study being sought; and

.2 the reason for the interruption.

6.2.2 Before applying for an Interruption of Study, students are advised to consult with their Personal Tutor, Supervisor or Head of School (or his/her nominee) in order to discuss the circumstances relating to the request and the likely academic implications of the Interruption of Study. Further guidance on any non-academic implications, including financial, can be sought from the relevant administrative divisions.

6.2.3 Consideration of applications for an Interruption of Study shall take place as soon as possible after a request is submitted. Arrangements for the refund of any fees relating to a period can only be made from the date at which the student’s absence was first recorded within the University.

6.2.4 Except as stated in section 6.3 below, applications for an Interruption of Study shall be considered by the relevant Head of School.

6.2.5 If an application is approved, the Head of School will inform Registry that the request has been approved having considered the financial/resource implications.

6.2.6 When considering requests for an Interruption of Study, Heads of School shall take into account:

.1 any difficulties arising from changes to the structure and content of the Programme which will take place during the period of the interruption: students will normally be required to pursue the Programme as offered at the time studies are resumed;

.2 any arrangements regarding assessment so that the student is neither advantaged or disadvantaged compared with other students pursuing the same Programme. Having determined the nature of these arrangements, the Board of Studies shall provide the student with a written statement of those assessment requirements which will be allowed to stand and any that will be held over until the return to study. This statement shall include details of any revised submission deadlines.

6.2.7 An Interruption of Study for a period in excess of twelve months shall only be granted in exceptional circumstances. Such absences are subject to approval by the Academic Standards and Quality Committee, on a recommendation from the Board of Studies and endorsed by the relevant Head(s) of School(s). This will include a recommendation by the Head of School on the appropriateness of allowing assessed work to be carried over.

6.2.8 The Head of School shall retain details of all applications for an Interruption of Study, including any supporting documentary evidence, and shall forward
copies to the Chair of the Examining Board for consideration, where appropriate, at the meeting of the Examining Board.

6.2.9 The Head of School shall ensure that Registry is informed of the outcome of all requests for an Interruption of Study to enable the student record to be updated and for the student to be formally informed of the decision.

6.2.10 Registry will report successful applications for Interruption of Study to relevant University Committees annually in order to assist in their monitoring role.

6.2.11 In the case of Postgraduate Taught (Master's Degree Stage) and Postgraduate Research students, an Interruption of Study cannot be granted once the deadline for dissertation/thesis submission has passed. Thereafter, a candidate, who is still intending to submit, will be required to apply for an extension to his/her submission deadline.

6.3 RESTRICTIONS ON APPLICATIONS

Taught Students

6.3.1 Applications for an Interruption of Study cannot be considered by a Head of School:

.1 ten calendar days or less prior to the commencement of a formal assessment period for the Programme;

.2 during a formal assessment period for the Programme.

6.3.2 If a student applies for an Interruption of Study during these times he/she shall be advised by the Head of School:

.1 that the closing date for receipt of applications has passed and that Senate Regulations governing the conduct of Examinations/assessments shall apply;

.2 that he/she should write to the Head of School explaining his/her circumstances, providing a medical certificate or other documentary evidence as appropriate;

.3 that the application for an Interruption of Study will not be considered by the Head of School until the day following the meeting of the relevant Examining Board;

.4 that the application will be considered in the light of decisions taken by any formal Examining Board which might have been held;

.5 that any decision of the Head of School shall be taken independently and shall not prejudice any subsequent decision of the Examining Board.

In addition, the Head of School shall notify the Chair(s) of the appropriate Extenuating Circumstances Groups in writing of the circumstances affecting the student.
Postgraduate Research and Master's Degree Stage Postgraduate Taught Students

6.3.3 An Interruption of Study should not be used as a substitute to seeking approval for an extension to a student’s candidature. Applications for Interruption of Study will not be appropriate where the date of return exceeds the fee-paying residency. In such cases, a formal extension to the dissertation deadline should be sought [see Extension to Time Limit Procedure].

6.4 CONFIRMATION OF DECISION

6.4.1 Where an application is approved, the following details should be provided, as relevant, to the Director of Student Services and Governance or nominee:

.1 the name and University number of the student;
.2 the title and year of the Programme being pursued by the student;
.3 the grounds upon which the Interruption of Study has been granted including copies of any evidence submitted by the student such as a medical certificate;
.4 the date of the start of the absence;
.5 the expected date of return to study;
.6 the point in the Programme at which the student will be permitted to return, together with a detailed statement of any implications for the assessment of the student;
.7 the details of any conditions which must be satisfied before the student shall be permitted to return to the University, which may include the provision of a medical certificate.

6.4.2 Where a student is granted an Interruption of Study and is subsequently granted a refund of tuition fees for the duration of the absence, he/she shall cease temporarily to be a registered student of the University. As such any entitlement to the use of University facilities shall be suspended until the student resumes the payment of fees. The Director of Student Services and Governance or nominee shall notify the relevant parties within the University.

6.4.3 The student's financial sponsor, if any, will be notified by the University of the Interruption of Study, in accordance with the timescales arising from statutory and other requirements. A refund of tuition fees will be made as appropriate.

6.4.4 The student will be notified in writing of the decision on their application for an Interruption of Study by the Director of Student Services and Governance or nominee. The student will be informed of the right to appeal against a decision not to grant an Interruption of Study, or against the length of the Interruption of Study that has been granted (See Section 9).
6.5 RETURN TO STUDY

6.5.1 If the Interruption of Study is in excess of 12 calendar weeks, the student shall be required to submit written confirmation of the intention to resume studying, at least one month prior to the expected date of return. This notification should be sent to the Director of Student Services and Governance. If such notification is not received, re-admission shall be at the discretion of the Head of School who may delegate this responsibility to the Board of Studies where appropriate.

6.5.2 Where the Interruption of Study has been approved on medical grounds, the student may be required to submit a medical certificate normally at least one month prior to the expected date of return in order to show a fitness to resume studies. The requirement to provide a medical certificate will be notified when the Interruption to Study is approved. The University reserves the right to refuse a return to study if such medical certification is not provided. The University may require students to obtain clearance from occupational health before resuming study.

6.5.3 Where a student fails to comply with any other conditions that were a requirement for returning to study under 6.4.1.7, the Head of School may require the student to withdraw from their Programme.

6.5.4 Students required to withdraw from their Programme under the terms of paragraph 6.5.3 above shall have the right of appeal (see Section 9).

65.5 For postgraduate research students the submission deadline will not be automatically extended by a length of time commensurate with the Interruption of Study. The Head of School may agree to an extension to the submission deadline as part of the approval of the Interruption of Study. Any extension to deadline approved by the University does not imply the approval of the sponsor. Separate application must be made to the sponsor by the student and/or the supervisor, as appropriate.

7. NON-ENGAGEMENT WITH PROGRAMME

7.1 The following procedure shall be used either:

7.1.1 where a student has registered for a Programme or part thereof but has then had no engagement with their Programme post-enrolment for ten consecutive study days or more; or

7.1.2 where a student has had an engagement with their Programme and has then been absent without authorisation for ten consecutive study days or more.

7.2 In the case of 7.1.1, the Head of School shall confirm that the student should be permanently excluded, given deferred entry to a future entry point or temporarily suspended from their Programme. The Head of School or nominee will inform Registry accordingly. The student will be notified in writing of the decision of the Head of School by the Director of Student Services and Governance or nominee. The student will be informed of their right to appeal against this decision (see Section 9).

7.3 In the case of 7.1.2, the Head of School or nominee shall write to the student reminding them of the requirement to engage with their Programme. The written communication will seek confirmation from the student whether they have withdrawn or that they will submit by return an application for an
Interruption of Study and will state that continued non-engagement will result in their exclusion from their Programme.

7.4 Where the student does not provide evidence of engagement with their Programme, or where the student does not respond to written communication regarding their non-engagement, the Head of School shall confirm that the student should be permanently excluded or temporarily suspended from their Programme. Temporary suspensions will normally be until the start of the next academic session. The Head of School or nominee will inform Registry accordingly. The student will be notified in writing of the decision of the Head of School by the Director of Student Services and Governance or nominee. The student will be informed of their right to appeal against this decision (see Section 9).

8 UNSATISFACTORY ACADEMIC PROGRESS

8.1 This Procedure applies to all undergraduate and postgraduate students on taught programmes. The procedures for postgraduate research students are detailed separately in the Research Student Monitoring Procedure.

8.2 Heads of Schools are responsible for the allocation of the financial and other resources necessary for monitoring the academic progress of students registered on taught Programmes. Within the financial and other resources made available by the Head of School, Boards of Studies shall:

8.2.1 ensure that suitable procedures exist for the monitoring of student progress in all Programmes within their jurisdiction;

8.2.2 ensure that information on these procedures is made known to students;

8.2.3 act in accordance with the approved procedure for monitoring the academic progress of students as detailed below.

8.3 Subject to the provisions of 8.2 above, each Board of Studies shall establish such procedures as it deems necessary for the monitoring of students' academic progress.

8.4 Any member of a Board of Studies may bring to the attention of the Board details of a student whose progress is giving cause for concern. The Board of Studies should then decide whether the student's academic progress is unsatisfactory.

8.5 Where a student is pursuing a Programme which is jointly administered by more than one Board of Studies, the Chairs of the Boards of Studies shall be required to consult before taking action in respect of a particular student. In the event of a disagreement between the Chairs of Boards of Studies on a matter relating to the exclusion of a student, the Head of the home School shall arbitrate.

8.6 A Board of Studies which has decided that the academic progress of a student is unsatisfactory shall issue a formal written warning of possible exclusion to the student. This communication should contain:

8.6.1 a report on the progress of the student in each Module/Unit of Study deemed to be unsatisfactory (including those taught in other Schools) which shall specify how the student has failed to satisfy the requirements for academic progress on his/her Programme;
8.6.2 the duration of the warning and the requirements which the student must complete in order to avoid being recommended for exclusion to the Academic Progress Committee together with specific deadlines, where appropriate;

8.6.3 an invitation to the student to bring to the attention of the Chair of the Board of Studies information in writing relating to any circumstances which might have had an adverse effect on the student's ability to fulfil the academic requirements of the Programme.

8.7 The Chair of the Board of Studies may act executively in these matters.

8.8 No exclusion warning issued to a student shall specify either:

8.8.1 achievement of a certain level of performance in one or more formal Assessments; or

8.8.2 an overall result in the formal progression or qualifying assessment/examination, as determined by an Examining Board;

as a requirement of the warning.

8.9 A warning of exclusion shall not be issued during a formal Examination Period for the specific Programme, but a warning issued before such a period may extend into that period. The warning shall remain in force for a minimum period of two calendar weeks in order that the student may have reasonable opportunity to improve his/her academic standing. The maximum overall period during which a student may remain under warning shall be 12 academic weeks.

8.10 At the end of the specified warning period, the Board(s) of Studies or its (their) Chair(s) shall review the progress of the student and shall determine whether:

8.10.1 there has been sufficient improvement and no further action should be taken: the student should be notified accordingly in writing; or

8.10.2 there has been some improvement but not sufficient for the warning of exclusion to be lifted: the period of warning may be extended by the Board of Studies and the student should be notified in writing in accordance with 8.6. The overall period of warning should not exceed the maximum of 12 academic weeks from the date of the letter notifying the student of the first formal written warning; or

8.10.3 there has been insufficient improvement and a formal recommendation for exclusion will be made to the Academic Progress Committee.

8.11 Any decision to recommend the exclusion of a student must be endorsed by the Head of School. If the Board of Studies decides to recommend the exclusion of a student, the Chair of the Board of Studies shall inform the Director of Student Services and Governance and provide:

8.11.1 a copy of the formal written warning including a detailed list of the requirements which the student was required to complete in order to avoid being recommended for exclusion;
8.11.2 a report on the progress of the student in each Module/Unit of Study (including those taught in other Schools) which shall specify how the student has failed to satisfy the requirements of the written warning.

8.12 If a student has previously been the subject of an official warning of possible exclusion and, in the same academic year, a Board of Studies again decides that the student's academic progress is unsatisfactory, then the Board of Studies shall have the discretion to decide whether:

8.12.1 to re-instate the procedure detailed in 8.6; subject to the restrictions detailed in 8.9;

8.12.2 to make a formal recommendation for the exclusion of the student to the Academic Progress Committee. Any decision to recommend the exclusion of a student must be endorsed by the Head of School. If the Board of Studies decides to recommend the exclusion of a student, the Chair of the Board of Studies shall inform the student and the Director of Student Services and Governance in writing. The Board of Studies shall supply the Director of Student Services and Governance with a report on the progress of the student in each Module/Unit of Study (including those taught in other Schools) which shall specify how the student has failed to satisfy the requirements for academic progress on his/her Programme. These details will be made available to the Academic Progress Committee by the Director of Student Services and Governance or nominee.

8.13 Where a Board of Studies, or its Chair, has submitted a recommendation for the exclusion of a student, the Director of Student Services and Governance or nominee shall convene a meeting of the Academic Progress Committee. Such a meeting shall not be held during a period in which the student is taking Examinations.

8.14 The Director of Student Services and Governance or nominee shall inform the student in writing that a recommendation for exclusion from his/her Programme has been made and that an Academic Progress Committee has been convened to consider the matter.

8.15 The letter of notification of the meeting of the Academic Progress Committee shall not be sent during a period in which the student is taking Examinations. The letter will be sent to the student concerned at least seven calendar days prior to the meeting and will include:

8.15.1 the date, place and time when the Academic Progress Committee will meet;

8.15.2 a report on the progress of the student in each Module/Unit of Study deemed to be unsatisfactory (including those taught in other Schools) which shall specify how the student has failed to satisfy the requirements of the written warning, or, if the student has been recommended for exclusion under 8.13, a report on the progress of the student in each Module/Unit of Study (including those taught in other Schools) which shall specify how the student has failed to satisfy the requirements for academic progress on his/her Programme;

8.15.3 an invitation to make written representation for consideration by the Academic Progress Committee. The student will be advised that any medical or other evidence must be presented at this juncture and that it will not normally be admitted at a later stage in the procedure;
an indication that the student may attend the Academic Progress Committee to present his/her case and shall have the right to be represented or accompanied. A student shall be required to confirm whether he/she will be accompanied and/or represented, the name of the person and whether he/she will be acting in a professional legal capacity. The University may also obtain legal representation if appropriate. A student who intends to be accompanied and/or represented shall be required to confirm this in writing in advance and shall state whether or not the person representing or accompanying has legal qualifications.

The Director of Student Services and Governance or nominee shall notify the Chair of the Board of Studies in writing of the arrangements for the meeting of the Academic Progress Committee and shall invite the Chair of the Board of Studies to attend the meeting to present the views of the Board. The Chair of the Board of Studies shall be asked either to confirm to the Director of Student Services and Governance in writing that he/she will be able to attend the meeting of the Academic Progress Committee or, subject to the agreement of the relevant Head of School, to nominate another member of the Board of Studies to attend on his/her behalf. The alternate shall be provided by the Chair of the Board of Studies with such information pertaining to the student's academic and non-academic circumstances as the Chair of the Board of Studies deems appropriate for the consideration of the Committee.

Personal Tutor(s) shall be invited to attend the meeting of the Academic Progress Committee in an advisory, non-voting capacity. Where a Personal Tutor is unable to attend, the Head of the relevant School shall nominate an alternate drawn from the academic staff of the same School. The alternate shall be provided by the Personal Tutor and/or Head of School with such information pertaining to the student's academic and non-academic circumstances as is deemed appropriate for the consideration of the Committee.

COMPOSITION OF ACADEMIC PROGRESS COMMITTEE

The Senate shall establish an Academic Progress Standing Panel for the purposes of providing a pool of staff from which the Director of Student Services and Governance or nominee may nominate staff to serve as members of Academic Progress Committees.

The Panel shall consist of at least one representative from the academic staff of each Academic School. Each Head of School shall be invited to recommend a member of the Panel. Membership of the Panel shall be for an initial period of three years and members will be eligible for re-appointment.

The composition of each Academic Progress Committee shall be three members of the Academic Progress Standing Panel, one of whom shall be Chair, nominated by the Director of Student Services and Governance or nominee neither of whom shall be from the School(s) of the student(s) whose case(s) is (are) to be considered.

The Academic Progress Committee will be serviced by the Director of Student Services and Governance, or nominee.

The University reserves the right to obtain legal representation.

The functions of the Academic Progress Committee are:
8.20.1 to consider the evidence submitted to it by the relevant parties and any further evidence which it considers relevant;

8.20.2 to determine any penalty which should be imposed.

8.21 The Academic Progress Committee shall determine whether the student:

8.21.1 shall not be excluded;

8.21.2 shall be excluded from the Programme for a specified period with a right to re-enter the programme at a defined point;

8.21.3 shall be excluded from the Programme for a specified period with a right to apply to the relevant Board of Studies to re-enter the Programme at a defined point;

8.21.4 shall be excluded permanently from the Programme.

The decision of the Academic Progress Committee and the full reasons for it shall be documented by the Secretary.

8.22 In the event of the absence of any member of an Academic Progress Committee, the meeting of the Committee shall be re-convened. The membership of the Academic Progress Committee at the re-convened meeting need not be identical to the composition of the Committee at the original meeting. All parties shall be notified in writing of the arrangements for the re-convened meeting.

8.23 The absence of a student whose case is to be considered and/or the Chair of the Board of Studies or his/her nominee shall not invalidate the decision of the Academic Progress Committee.

8.24 The Director of Student Services and Governance or nominee shall convey the decision of the Academic Progress Committee and the statement of the full reasons for it to the student in writing within 5 working days. A copy of the notification to the student shall be forwarded to the Chair of the Board of Studies. If it has been decided to exclude the student, these communications shall not be sent during a period in which a student is taking Examinations. In the event that a decision to exclude has been reached, the Director of Student Services and Governance or nominee shall also inform the student in writing of his/her right of appeal.

9. APPEALS

9.1 The student shall be given ten days from the date of the letter from the Director of Student Services and Governance or nominee in which to lodge an appeal. An appeal can be made:

9.1.1 against the decision not to grant an Interruption of Study, or against the length of the Interruption of Study that has been granted;

9.1.2 against the decision not to allow the student to return to study following an Interruption of Study;

9.1.3 against the decision to exclude the student, either temporarily or permanently from their Programme.
9.2 Appeals shall be made in writing to the Director of Student Services and Governance and shall contain details of all circumstances relevant to the appeal which the student wishes to be taken into account. The Director of Student Services and Governance or nominee shall be authorised to disallow any appeal which is solely based wholly on facts which were known when the decision regarding the Interruption of Study or exclusion was taken.

9.3 Appeals shall be considered by a Pro Vice-Chancellor who has had no association with the first consideration of the case.

9.4 As part of the appeals process, the Pro Vice-Chancellor shall consider a report of the deliberations of the Board of Studies/Head of School as relevant, any submission by the student and such other evidence as is deemed appropriate.

9.5 The Pro Vice-Chancellor shall determine whether the appeal shall be upheld or rejected. The decision of the Pro Vice-Chancellor shall be final and no further submissions shall be considered.

10. CONFIRMATION OF EXCLUDED STATUS

10.1 An excluded person ceases to be a registered student of the University once the appeal period has lapsed, unless the student concerned lodges an appeal. Where an appeal is lodged the appellant shall remain a registered student for the duration of the appeals procedure but, in the event that the Pro Vice-Chancellor confirms the exclusion, the commencement of the period of exclusion shall be backdated to the date of the original decision to exclude the student. From that date onwards and for the duration of the exclusion period, the student concerned shall have no entitlement to use the University's facilities in respect of the Programme from which he/she has been excluded. The relevant parties within the University and, where appropriate, the relevant Student Finance Body/Sponsor/Statutory Bodies shall be informed of the termination or suspension of registered status by Registry. In the event that a student is excluded, no refund shall be made in respect of fees previously paid for tuition during the period of exclusion.