

CARDIFF
UNIVERSITY

PRIFYSGOL
CAERDYDD

**NON-ENGAGEMENT WITH
STUDY PROCEDURE
(TAUGHT AND RESEARCH
STUDENTS – NO STUDENT
ENGAGEMENT)**

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1. Introduction

- 1.1. As a student you are expected to engage fully with your study and the University community, and to demonstrate this in accordance with the [Student Attendance and Engagement Regulations](#).
- 1.2. In circumstances where you do not demonstrate engagement with your studies, the University will take action as detailed below.
- 1.3. If you are a disabled student and require adjustments to this procedure to be able to fully engage with the process, please contact [Head of Registry](#) to discuss any reasonable adjustments which can be made to support your engagement.

2. Procedure

- 2.1. Non-engagement is considered to be when:
 - You have not completed enrolment for your programme of study;
 - You have enrolled but have not collected your student card (excluding students on a designated distance learning programme);
 - You have enrolled but have not confirmed your programme details (including module selection where appropriate) within 14 days of the start of study;
 - You have not met the minimum expected points of engagement for your programme;
 - You are absent for more than 14 days (taught students) or 28 days (research students) and have not applied for an interruption of study.

3. Subsequent Actions

- 3.1. If you have not completed online enrolment or collected your student card, the Academic Registrar will remind you by email to do so. You will also be informed that if you do not complete your enrolment or collect your student card this could result in temporary or permanent exclusion from the University.
- 3.2. If you have enrolled, but you have not confirmed your programme details, you will be reminded to do so via email. You may be invited to meet with a member of School staff to discuss confirmation of your programme and/or module details, or if you wish to interrupt or discontinue your studies. You will also be informed that if you do not complete enrolment, this could result in temporary or permanent exclusion from the University.
- 3.3. If you do not respond to the request to complete the enrolment process including confirmation of your programme of study within 7 days of being contacted, the Academic Registrar or Head of School may temporarily or permanently exclude you from your programme.
- 3.4. If, as a taught student, you are not demonstrating engagement by meeting the expected points of engagement and the University is therefore concerned, you will be contacted via email by the Head of School or their nominee and may be invited to meet with a member of School staff. The

meeting will discuss your level of engagement and give you the opportunity to explain the reason why you are not engaging. You will also be advised of the support available and to consider whether you wish to continue with your studies, interrupt your studies, or discontinue your studies. You will also be informed that continued non-engagement could result in temporary or permanent exclusion from the University.

- 3.5. If, as a research student, you are not demonstrating adequate engagement with your programme, you will be contacted by your Director of Postgraduate Research on behalf of your Head of School and will be invited to attend a meeting. The meeting will discuss your level of engagement and determine an outcome, in accordance with the Unsatisfactory Progress or Engagement Policy and Procedure (Research Students).
- 3.6. If you do not comply with the request of the Academic Registrar or Head of School, you will be excluded temporarily or permanently depending on the circumstances of your case. You will be informed of this decision by email.
- 3.7. All relevant University teams, funding bodies, sponsors, and external bodies (including UKVI and Research Councils as appropriate) will be informed of the change in your registration status.

4. Request for Review

- 4.1. If you believe that you have been excluded incorrectly or you have information which you were unable to present to the Academic Registrar or Head of School at the time of your exclusion, you have the right to challenge the decision under the [University Review Procedure](#).

5. Flow Chart

If an issue with your registration/engagement has been identified, you will be emailed to complete enrolment or outstanding action, and may be invited to attend a School meeting.



If the issue is resolved or you attend a meeting with the School and a resolution is reached, then no further action is required
OR



After **7 consecutive days** you will be excluded either temporarily or permanently at the discretion of your Head of School or Academic Registrar



You will be informed of the decision and of your right to request a review of the decision.