Student Withdrawal

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| Classification | Code of Practice |
| Version number: | 1-00 |
| Status | Approved |
| Approved by: | Education Committee |
| Approval date: | 25 February 2025 |
| Effective from: | 25 February 2025 |
| Next review date: | 2028/29 |
| Document author: | Head of Academic Administration, Academic Services |
| Document owner: | Executive Director, Academic Services |
| Contact:  Report exemptions to: | Academic Services  Education Committee |
| Collaborative provision: | Not mandatory |
| *State whether this document is applicable to the University’s collaborative partners* | |
| Related documents: | UCoP Recognition of Prior Certificated and Experiential Learning, Student Engagement and Attendance Policy, International Student Policy, Regulations Governing Academic Misconduct, Regulations Governing the Investigation and Determination of Concerns about Fitness to Practice, Programme regulations, Policy and Procedure in the Event of a Student Death, Academic Fee Policy. |
| University document: | Yes |
| *A University document applies across the institution, is approved by a committee of Council or Senate and is held in the University Policy Directory on SharePoint.* | |
| Published location: | Quality and Standards | University of Hull https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality |

* The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the [Designing for diverse learners website](https://designingfordiverselearners.info/).
* An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the [EIA section of SharePoint](https://hullacuk.sharepoint.com/Services/EDI/SitePages/Equality-Impact-Assessments-(EIAs).aspx).
* This document is available in alternative formats from [**policy@hull.ac.uk**](mailto:policy@hull.ac.uk).
* All printed or downloaded versions of this document are classified as uncontrolled

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Student Withdrawal

# Introduction

* 1. ‘Withdrawal’ is the process by which a student may leave the University other than through successful completion of their programme of study.
  2. Where the term ‘student’ is used, this includes apprentices, trainees and any other learner.

## Authority

* 1. University Education Committee is the final arbiter of the interpretation and application of this code of practice.

# Scope

* 1. This code of practice relates to students on taught programmes.
  2. The University defines ‘collaborative provision’ as provision delivered in whole, or in part, by the staff of a partner organisation (whether FE institution or other, whether publicly funded or not, whether UK-based or TNE) irrespective of the location or mode of delivery and leading to credit or an award of the University of Hull.
  3. Partners **must** have in place procedures for the withdrawal of students in line with the requirements outlined in the regulations, codes of practice and policies referred to within this document. The partner institution must inform the University of student withdrawals as they occur.

# Purpose

* 1. The purpose of this guidance is to define the different types of withdrawal from the University and the processes associated with them.

# Definitions

* 1. There are two types of withdrawal:
     1. Student-led withdrawal
* voluntary withdrawal by a student from their programme of study and the University
  + 1. University-led withdrawal
       - failure to re-enrol by the University’s published latest enrolment date
       - lack of student engagement in their studies
       - ineligibility to proceed due to academic failure/non-completion
       - external compliance breaches (e.g. UK Visa and Immigration (UKVI) regulations)
       - student fitness to study outcome
       - student misconduct outcome (e.g. Fitness to Practice, Academic Misconduct, Student Misconduct, Complaints)
       - non-payment of tuition fees
       - student death.

# Student-Led Withdrawal Process

* 1. The University should provide guidance on potential implications of withdrawal, the support available and other possible courses of action such as suspension.
  2. Students considering withdrawing should be advised to first discuss the matter with their Personal Supervisor.
  3. Sponsored students on a Student Visa should also contact the International Engagement and Compliance Team (IECT) for advice and guidance and book an appointment with an Immigration Advisor if required.
  4. Following these discussions, if the student decides voluntarily withdrawing from the University is the best option for their circumstances, they should complete the withdrawal process via the Student Portal.
  5. For Student-Led withdrawals, the date of withdrawal is the date provided by the student verified against attendance data.

# University-Led Withdrawal Process

Failure to Re-enrol

* 1. Students who fail to re-enrol by the University’s published latest enrolment date will be withdrawn from the University unless the Faculty is aware of any relevant information regarding the failure to enrol.
  2. The withdrawal date for students failing to re-enrol will be backdated to the first day of the enrolment year.
  3. Students withdrawn as a result of failure to re-enrol may only be readmitted to the same programme as a result of a successful appeal, a Student Cases Committee special request or a successful application for admission in line with the Code of Practice, Recognition of Prior Certificated and Experiential Learning.

Failure to Engage

* 1. Students not engaging with their studies over a period of time may be presumed to have left the University.
  2. Sponsored students on a Student Visa must be considered under the process outlined in the International Student Policy.
  3. For all other students, the Cause for Concern process will normally be initiated after 28 consecutive calendar days of non-engagement during the trimester\* (no attendance at scheduled classes, no submission of assessments, no interaction with Canvas or the Library).

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| *\* Calendar days during the trimester includes weekends but excludes holiday periods.* |

* 1. Students who have failed to engage for 28 consecutive calendar days during the trimester will be contacted by Academic Services to offer support and ascertain their intentions. The student must be contacted via the Student Portal, University email address, and personal email address (where available).
  2. Students should be given a maximum of 10 working days from the date of the communication to respond.
  3. Students failing to respond by the deadline must be contacted for a final time via the Student Portal, University email address, personal email address and telephone. The communication must make it clear that if no response is received by the deadline, they may be withdrawn from the University.
  4. Students should be given a maximum of 10 working days from the date of the final communication to respond.
  5. If the student does not respond by the deadline and has not engaged for 60 calendar days during the trimester, they must be considered for withdrawal.
  6. All withdrawal decisions will be made jointly between the relevant Programme Director and Student Administration and must be in the best interests of the student.
  7. Where a student is withdrawn due to lack of engagement, the date of withdrawal is the student’s last date of attendance.
  8. Students withdrawn as a result of failure to engage may only be readmitted to the same programme as the result of a successful appeal, a Student Cases Committee special request or a successful application for admission in line with the Code of Practice, Recognition of Prior Certificated and Experiential Learning.
  9. Further information can be found in the Student Engagement and Attendance Policy.

Academic Failure

* 1. Students ineligible to progress due to academic failure will be processed through the Board of Examiners.
  2. The date of withdrawal due to academic failure will normally be the end of the academic year.
  3. Students will not normally be readmitted to the same programme following academic failure except as the result of a successful appeal or a Student Cases Committee repeat year request.
  4. Further information is available in the Code of Practice, Recognition of Prior Certificated and Experiential Learning.

External Compliance Breaches (UKVI)

* 1. Sponsored students on a Student Visa who do not maintain their study conditions will be notified to the UKVI and withdrawn from their studies.
  2. Further information can be found in the International Student Policy.

Misconduct/Complaint Outcome

* 1. The withdrawal date for students withdrawn as the outcome of a misconduct/fitness to practice/complaint is the date the panel agreed the decision to terminate the student’s programme of study.

Students will not normally be readmitted to the same programme following a university-led Withdrawal except as the result of a successful appeal.

Non-Payment of Tuition Fees

* 1. A student may be withdrawn from their programme of study for persistent failure to pay tuition fees.
  2. Further information can be found in the Academic Fees Policy.

Student Death

* 1. In the unfortunate event of the death of an enrolled student, the student will be withdrawn from the University. The last date of attendance is used as the withdrawal date.
  2. Further information is available in the [Policy and Procedure in the Event of a Student Death](https://hullacuk.sharepoint.com/:w:/r/Services/UniversityPolicy/Policy/Policy%20and%20Procedure%20in%20the%20Event%20of%20a%20Student%20Death.docx?d=wf3f5203acc964c538ed2d1aa6b1ba72b&csf=1&web=1&e=ozNp1d).

# Responsibilities post-withdrawal

* 1. Once a withdrawal has been confirmed, the student’s record will be closed and access to university facilities and services revoked, including living in student accommodation and access to the Library. The exception to this is access to the Careers Service which remains available.
  2. Registry must notify the student’s sponsor (e.g. the Student Loans Company, NHS Business Services Authority, government, or other sponsor) where relevant. Notification must be made within 15 working days of the withdrawal being processed.
  3. If the student was studying on a visa, the International Engagement and Compliance Team must notify the UKVI and Home Office within 10 working days of the withdrawal being processed on the student’s record that the student is no longer studying at the University. UKVI will curtail the visa, and the student will be expected to leave the UK by the revised date unless another visa is obtained.
  4. Students will be awarded the highest qualification possible for the credits achieved unless stipulated otherwise by a conduct panel. In the event of a student death, it should be established if they are eligible for a posthumous or aegrotat award or a Certificate of Achievement in line with the Policy and Procedure in the Event of a Student Death.

# Right of Appeal

* 1. A student has the right to appeal the decision taken to withdraw them in line with the University’s Code of Practice Academic Appeals (UG/PGT).
  2. Sponsored students on a Student Visa may be required to leave the country while their appeal is considered due to the requirement to report to the UKVI within 10 days of the withdrawal.
  3. Where a student receives an upheld appeal decision, the student must be reinstated. The student should re-enrol to recommence studies at the next available opportunity (ie the following trimester or enrolment year).
  4. If a student is withdrawn due to an administrative error, the student must be reinstated at the earliest possible opportunity.

# Version control

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 1-00 | Head of Academic Administration (FoSE & FHS) | 25.02.2025, Education Committee | New |
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