

Section 23 Withdrawal from the University: policy and procedure

23.1 Purpose

- 23.1.1 The purpose of this section is to confirm the definitions of the different types of withdrawal from the University, when each is used, and the processes associated with them.

23.2 Definitions

- 23.2.1 **Voluntary withdrawal:** Where a student initiates their own withdrawal from studies/enrolment at the University.
- 23.2.2 **Presumed withdrawal:** Where a School initiates a student's withdrawal from studies/enrolment at the University, where there is reason to believe the student has not been in attendance and/or engaging with their programme.
- 23.2.3 **Enforced withdrawal:** Where the student's enrolment at the University is withdrawn by the School's Assessment Board. For example, due to programme failure or due to low attendance and/or engagement. Or outside of School Assessment Boards, where a student fails to comply with University Terms and Conditions of enrolment.

23.3 End date

- 23.3.1 When a voluntary or presumed withdrawal of enrolment is processed for a student the end date used is considered as the last date the student:
- attended a teaching session; or
 - attended an examination/timed assessment; or
 - submitted an assessment (excluding resits).
- 23.3.2 The date of a meeting with the School, for example, a Support to Study meeting, is not used for the end date for voluntary or presumed withdrawals.
- 23.3.3 When an enforced withdrawal of enrolment due to programme failure is processed the student's end date is recorded as the date the enforced withdrawal was approved

23.4 Voluntary withdrawal procedure

- 23.4.1 Students considering withdrawing should first discuss the matter with their personal or Academic Tutor. Students at collaborative partner institutions should discuss this with their Academic Tutor at their institution.
- 23.4.2 Deciding to withdraw from the University has implications for future financial support for students. Further guidance can be found in the factsheets in the [Student Hub](#).
- 23.4.3 The discussion may highlight that support may be available that means the student feels in a better position to continue with their studies. Alternatively, suspension of studies may be considered rather than withdrawing from the University permanently (refer to [section 5](#)).
- 23.4.4 Sponsored students on a Student Visa must contact the Visa and Compliance team by submitting a case via the [Student Hub](#) before applying to discuss the implications of withdrawing from the University.
- 23.4.5 Following these discussions, if the student decides voluntarily withdrawing from the University is the best option for their circumstances, they should complete the 'Withdrawal' online form in e:Vision.
- 23.4.6 Registry will process the withdrawal from studies from the University and notify Student Loans Company or other funding body in writing, confirming the last know date of attendance.
- 23.4.7 The Visa and Compliance team is notified of the withdrawal from studies from the University for a sponsored student on a Student Visa, and the student's visa will be curtailed.

23.5 Presumed withdrawal procedure

- 23.5.1 If the University has reason to believe that a student has not been attending, the Associate Head/Dean of School and/or the Programme Administration and Support Service (PASS) team may recommend to Registry that the student is withdrawn using the 'Notification of Presumed Withdrawal' form. Normally 4 consecutive weeks of non-attendance or non-engagement should result in the presumed withdrawal procedure being initiated.
- 23.5.2 The presumed withdrawal procedure cannot be initiated once the student has completed all teaching for the academic year. Instead, enforced withdrawal may be recommended by the School Assessment Board if the student cannot continue due to programme failure (refer to [section 23.6.1](#)).
- 23.5.3 Registry will contact the student to ascertain their intentions giving a deadline by which to respond (normally **10 days** from the date of the email).
- 23.5.4 If the student does not reply within the specified time period, the student will be deemed to have withdrawn and the student's enrolment will end.
- 23.5.5 Registry will process the withdrawal from studies from the University and notify the Student Loans Company or other funding body in writing, confirming the last known date of engagement.
- 23.5.6 For sponsored students on a Student Visa the presumed withdrawal procedure cannot be followed. Sponsored Visa holding students will be withdrawn from their studies following the 'Withdrawal Procedure' where consecutive non-engagement has been raised as a concern as a result of the 'Student Engagement Policy' (refer to [section 18](#)).
- 23.5.7 If the student responds to confirm that they do intend to carry on with their studies, the School must invite the student to attend a Support to Study Stage 4 meeting to discuss their lack of engagement (refer to [section 19](#)).

23.6 Enforced withdrawal procedure

- 23.6.1 Enforced withdrawal may be recommended:
- By the School Assessment Board (SAB) due to programme failure. These decisions are taken either at a scheduled SAB meeting or by Chair's Action when a module result means the student has failed their programme and cannot continue.
 - To the School Assessment Board (SAB) at a Support to Study meeting if there are concerns about a student's attendance and/or engagement with their programme of study (refer to [section 19](#)).
 - To the School Assessment Board (SAB) at a Fitness to Study or Fitness to Practise meeting (refer to [section 21](#) and [22](#)).
 - By Registry following failure to comply to the University Terms and Conditions of enrolment.
- 23.6.2 Enforced withdrawal due to programme failure is confirmed in writing in the progression statement sent by the Assessment team in Registry following the SAB approval.
- 23.6.3 Registry will process the enforced withdrawal from the University and notify Student Loans Company or other funding body in writing.
- 23.6.4 The Visa and Compliance team is notified of the enforced withdrawal from studies from the University for sponsored Student Visa holding students, and the student's visa will be curtailed.