

Regulation IX - Registration, Attendance, Leave of Absence, Withdrawal and Transfer

(Version effective from 4 October 2010 to 31 July 2011)

Scope of Regulation

1. This regulation shall apply to all introductory studies, undergraduate and taught postgraduate students. The Academic Registrar may waive any of the requirements of this regulation in the case of individual students. Any such waiver shall be reported to the next meeting of Senate.
2. In this regulation Head of Department shall be taken to include Directors of Studies designated by Senate.
3. For the purposes of student financial support legislation the relevant academic authority shall be deemed to be the Academic Registrar

Registration as a Student of the University

4. Candidates must register as students of the University by a date prescribed by the Academic Registrar:
 - (i) At the start of their programme before registering on any modules
 - (ii) Subsequently at the beginning of each academic year

Credit Transfer

5. The appropriate Faculty Board may permit credit transfer or exemption from part of a programme of study for new entrants holding credit from another Higher Education Institution. Normally, in such cases, only Loughborough University Module Marks will be used in determining the average mark for each Part and the Programme Mark.
6. Where students transfer between programmes in accordance with paragraph 7 hereof, the Head of Department responsible for the new programme must approve any element of credit transfer and shall determine:
 - (i) which if any Module Marks are to be carried forward from the original programme to the new programme for the purposes of Regulation XX or Regulation XXI, and
 - (ii) whether a waiver of programme regulations is required.

Transfer Between Programmes

7. Students seeking to transfer programme must first obtain permission, in writing using the appropriate form, from the Head of Department (or his/her nominee) responsible for the intended new programme.

Such permission may also be deemed as authorisation for the student to take leave of absence, if appropriate, in accordance with the requirements of paragraph 23 hereof.

8. Students must inform the Head of their current department (or his/her nominee) of the intended transfer of programme, although there shall be no requirement for approval from the current department.

9. Before permission to transfer is given, both the student and the Head of Department (or his/her nominee) responsible for the programme to which he/she seeks to transfer shall give due consideration to the student's ability to meet the requirements of that programme.

10. The effective transfer date shall be the later of:

(i) the date on which the Academic Registry receives formal notification of transfer from the student.

(ii) The date indicated on the transfer form.

In exceptional cases, the Academic Registrar may permit the effective transfer date to be backdated.

Postgraduate Credit Accumulation by Module

11. A Faculty Board may permit students to register on and be assessed in postgraduate modules and to accumulate modular credit without being registered on a specific programme or subjected to the requirements of Programme Regulations. Such students shall hereinafter be referred to as Continuing Professional Development students.

12. Where a Continuing Professional Development student has accumulated credit, this credit may be considered under any of the University's Programme Regulations subject to the following considerations:

(i) Any Module Assessments which can be taken into account for a particular programme must be taken into account for that programme.

(ii) The time limits outlined in paragraph 7 of Regulation XXI and in Programme Regulations will commence from the date of the students registration on the first module that can be taken into account.

13. At the end of each academic year, the Faculty Board shall advise all Continuing Professional Development students of their eligibility to be considered for awards under Programme Regulations and with reference to paragraph 12 hereof.

Module Registration

14. Students are required to register for modules which they are taking a particular year by a date prescribed by the Academic Registrar.

Late Registration and Failure to Register

15. Students who fail to register by the deadlines prescribed in paragraphs 4 or 14 hereof may be deemed to have abandoned their studies. The Academic Registrar may permit late registration for individual students and in such cases may require payment of a late registration fee.

Attendance Requirements and Failure to Attend

16. Candidates must be in attendance at the University or any other location where a module is held whenever attendance is required, as specified by Programme Regulations and/or module specifications, unless permission has been obtained in writing from their Head of Department to be absent.

17. If a student is absent from a timetabled session in which work is assessed, a mark of zero will be awarded for the relevant session, and this zero mark will be used in determining the Module Mark.

18. If a student is absent from a timetabled session in which work undertaken is integral to the assessment process (for example, where the session involves the collection of data in a laboratory or fieldwork activity that will form the basis of a piece of assessed coursework), a reduced mark will be awarded for the relevant assessment. If failure to attend the sessions results in a student being unable to submit coursework which is their own, then a mark of zero for the coursework will be awarded.

19. Where timetabled sessions are assessed (paragraph 17 hereof), integral to the assessment process (paragraph 18 hereof) or attendance is necessary to guarantee future access to facilities (paragraph 21 hereof), students absent for good cause should submit a claim for impaired performance in accordance with the provisions of Regulation XVII.

20. Departments shall ensure that students are made aware of:

(i) what attendance records are kept by the department in relation to timetabled sessions, and for what purpose.

(ii) when work in a timetabled session will contribute to the module assessment.

21. Where students must experience a timetabled session at first hand in the interests of their own, or others', health and safety, students may be banned from the use of equipment or laboratories until they have completed the necessary training.

Such a restriction on access to facilities will not be accepted as cause for a claim of impaired performance at a later date unless the reason for missing the essential session is accepted as a valid impaired performance claim.

22. Where a department considers that the absence of an individual student is detrimental to a session as a learning experience for the students who do attend, that student's mark shall not be reduced for that reason. Students shall not be penalised for

non-attendance at any timetabled session by reducing marks except in the circumstances described in paragraphs 17 and 18 hereof.

Termination of Studies for Failure to Participate

23. Where a Head of Department (or his/her nominee) considers that a student is failing to participate adequately in his/her programme of study, the Head of Department (or his/her nominee) may send a formal written warning to the student setting out the actions required of the student for adequate participation.

24. If the student's participation remains inadequate, the Head of Department (or his/her nominee) shall inform the Academic Registrar.

25. The Academic Registrar (or his/her nominee) may write to the student advising that if he/she does not contact the Department within 10 working days with a view to agreeing arrangements for adequate participation, the student shall be deemed to have abandoned his/her studies and the student's registration will be terminated.

26. If the student contacts the Department within 10 working days, he/she will be given a final opportunity to establish participation to the satisfaction of the Head of Department (or his/her nominee). Where a student fails to adhere to the requirements for adequate participation, the Head of Department (or his/her nominee) may inform the Academic Registrar who will arrange for the student's registration to be terminated with immediate effect.

Appeals Against Termination of Studies for Failure to Participate

27. The student will be informed in writing of any decision to terminate his/her studies under paragraphs 25 or 26 above or 36 below. Reasons will be given for the termination of studies. The student will be given the right to appeal against the decision within 10 working days. In exceptional circumstances only, the Academic Registrar may permit appeals to be considered after the 10 working day time limit has expired. Appeals may be made on the following grounds:

(i) that there are mitigating circumstances relating to ill health or personal difficulties which the student was not in a position to raise at an earlier stage.

(ii) that the information held by the Department relating to the student's participation is incomplete or inaccurate and the student was not in a position to correct this information at an earlier stage.

(iii) that there is evidence of prejudice or bias on the part of the Department.

28. The appeal should be submitted to the Academic Registrar's designated nominee in writing with supporting evidence.

29. The appeal shall be considered initially by the Dean of a Faculty other than the student's own. The Dean may take one of the following decisions:

(i) to dismiss the appeal in which case the student shall be given the reasons for the decision in writing. There shall be no further right of appeal against this decision.

(ii) to uphold the appeal and direct the Academic Registry to re-instate the student's registration with or without a recommendation that the student be granted retrospective leave of absence. In such cases, in consultation with the relevant Head of Department and the Academic Registrar, the Dean may specify conditions of reinstatement and the consequences of the student failing to adhere to these conditions. Should subsequent failure to adhere to these conditions result in the termination of the student's studies, the student shall have a further right of appeal on the grounds detailed in paragraph 27 hereof.

(iii) to refer the appeal to a meeting of the Academic Appeal Committee established in paragraph 9 of Regulation XIV, in which case the procedure outlined in paragraphs 30 to 34 hereof shall be applied. The membership and secretariat of the Appeal Committee shall be in accordance with the provisions of paragraphs 10 and 11 of Regulation XIV.

Academic Appeals Committee

30. The appellant shall have the right to appear in person before the Committee and be accompanied by a person of his/her own choosing.

31. The Head of Department or his/her nominee shall normally appear in person before the Committee.

32. The Committee shall consider the reasons for the recommendation for the termination of studies and the appeal of the student and may question those present at the meeting. In other respects the Committee may adopt any method of procedure which it considers appropriate to the circumstances of the appeal.

33. The Committee shall reach one of the following decisions:

(i) to dismiss the appeal in which case the student shall be given the reasons for the decision in writing. There shall be no further right of appeal against this decision.

(ii) to uphold the appeal and direct the Academic Registry to re-instate the student's registration with or without a recommendation that the student be granted retrospective leave of absence. In such cases, in consultation with the relevant Head of Department and the Academic Registrar, the Committee may specify conditions of reinstatement and the consequences of the student failing to adhere to these conditions. Should subsequent failure to adhere to these conditions result in the termination of the student's studies, the student shall have a further right of appeal on the grounds detailed in paragraph 27 hereof.

34. The student shall be informed in writing of the decision of the Committee within 3 working days.

Leave of Absence

35. (i) Students should apply to take Leave of Absence from their studies where they are unable to participate adequately in their programme for reasons beyond their control but they expect to be able to return to study within a limited timescale. Applications should be made to the relevant Head of Department in advance of the intended period of Leave of Absence. The Head of Department (or his/her nominee) will consider, in light of the reasons given by the student, whether Leave of Absence should be granted.

(ii) Leave of Absence shall normally be granted for no more than 12 months at a time and the maximum consecutive period of Leave of Absence shall normally be two years.

(iii) In exceptional circumstances, the Faculty Board with the agreement of the Academic Registrar may permit retrospective leave of absence.

(iv) Students intending to return to a different programme should apply to the Head of their intended Department for leave of absence.

(v) Any period of leave of absence will be discounted for the purposes of determining the length of study for Programme Regulations requirements only. The maximum time periods specified in paragraph 11 of Regulation XX and paragraph 7 of Regulation XXI will still apply.

36. Where a student who has taken Leave of Absence does not re-register with the University within two months of his/her expected return date, their studies will be terminated. He/she will have the right to appeal against this decision in accordance with paragraph 27 above.

37. In exceptional circumstances, the Academic Registrar may place a student on Leave of Absence, without receiving an application from the student, if the student is unable to participate adequately and the Academic Registrar considers Leave of Absence to be in the interests of that student and/or other students and staff of the University. The student will be informed in writing of the decision and the reasons for it.

38. Students have the right to appeal against the decision of the Academic Registrar under paragraph 37. Appeals should normally be submitted in writing within 10 working days to the Academic Registrar's designated nominee with supporting evidence. In exceptional circumstances only, the Academic Registrar's nominee may permit appeals to be considered after the 10 working day time limit has expired.

39. The appeal shall be considered by the Dean of a Faculty other than the student's own who will decide whether to confirm or reverse the period of Leave of Absence.

Withdrawal from the University

40. Where a student withdraws from the University, it is that student's responsibility to inform the Academic Registry.

41. The effective withdrawal date shall be the later of:

(i) the date on which the Academic Registry receives formal notification of withdrawal from the student.

(ii) the last date of attendance

In exceptional cases, the Academic Registrar may permit the effective withdrawal date to be backdated.

42. Where a student is suspended from their studies in accordance with paragraph 9 of Regulation XVI for the non-payment of tuition fees and does not resume his/her studies at a later date, the effective withdrawal date shall be the date of the suspension order.

Withdrawal from Modules

43. Under no circumstances will a student be permitted to withdraw from a module after the provisional or final Module Marks have been published.

44. Withdrawal from a module before the Module Marks have been published shall be subject to the following rules:

(i) if a student withdraws from the University, he/she will remain registered on the module and a mark of zero shall be entered for any assessments not taken.

(ii) if a student withdraws from a module within the first two weeks of the relevant Semester, the module will be permanently deleted from the student's record, notwithstanding the fact that assessments may already have been taken.

(iii) in exceptional circumstances the Faculty Board may permit students to withdraw from a module after the first two weeks of the relevant Semester. In such cases, the module will be removed from the student's record, notwithstanding the fact that assessments may already have been taken.

(iv) if a student has been granted leave of absence in accordance with paragraph 35 hereof, all modules, the marks for which have not yet been fixed, will be permanently deleted from the student's record, notwithstanding the fact that assessments may already have been taken. In such cases, which, if any, of the module assessment marks shall be carried forward and applied following the student's return from leave of absence shall be determined according to the following scheme:

(a) if deadlines for coursework components amounting to 50% or less (weighted) of the total module assessment (including examinations) have passed prior to the Leave of Absence request being made, then the module will automatically be expunged from the record.

(b) if deadlines for coursework components amounting to over 50% (weighted) of the total module assessment (including examinations) have passed prior to the Leave of Absence request being made, then the module cannot be deleted from the record and the student should submit an impaired performance claim in accordance with Regulation XVII.

(remade June 2010)