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**Learning and Teaching Committee**

**Subject: Leave of Absence and Termination of Studies Group**

**Origin: Senior Assistant Registrar, Student Office**

**Background**

A working group to discuss leave of absence and termination of studies procedures has met on a number of occasions this year. The membership of the group is as follows:

* Dr Jennifer Nutkins (Chair/ Academic Registry)
* Manuel Alonso (DANS)
* Jenny Bell (Counselling)
* Julie Bouazza-Marouf (Dept Admin)
* Dan Doran (DANS)
* Sharron Sturgess (DANS)
* Dr Martin Harrison (ADT)
* Dr Mark Hollingsworth (Secretary/Academic Registry)
* Chris Peel (LSU)
* Miranda Routledge (Academic Registry)
* Professor Mark Webber (HoD)

The group is proposing a number of changes to the existing leave of absence processes supported by documentation intended to guide and assist departments. The proposed changes will also require amendments to Regulation IX governing Registration, Attendance, Leave of Absence, Withdrawal and Transfer.

The proposals have been discussed at DALG (13 May) and PQ Team (17 May). Comments from DALG have been incorporated into the following document where appropriate and the PQ Team minute is attached. We are asking Learning and Teaching Committee to approve these changes on 3 June for onward transmission to Senate on 30 June 2010 so that the new arrangements can be introduced from the start of 2010-11.

1. **Changes to Regulation IX**

To reflect the discussions that have taken place at the working group, a number of changes to Regulation IX will be required. In summary, the proposed changes to Regulation IX (Leave of Absence) will:

* Allow the Academic Registrar, in exceptional circumstances, to place students on leave of absence without the student’s signature.
* Require students returning from leave of absence for health reasons to present evidence from an appropriate professional source to confirm that they are well enough to resume their studies. DALG members were not very supportive of this proposal. As a result, other institutions have been canvassed and a summary of responses is presented as Annex A. This suggests that the many other HEIs do have a process of this kind but it would clearly need to be introduced in a sensitive manner and it would represent additional workload. **LTC is asked to give particular attention to this clause of the proposed regulation and agree whether or not this practice should be implemented.**
* Confirm that the maximum consecutive period of leave of absence is two years. (Waivers of Regulation could be sought to extend beyond this in exceptional circumstances).
* Confirm that where students do not re-register with the University within a set date (two months is suggested) from their expected return date, their studies will be terminated.
* Reg IX (Failure to Participate) will be amended to include the right to appeal against termination of studies for failure to return from leave of absence.

The detailed wording for the Regulation change is incorporated as Annex B of this paper. **LTC is asked to approve the principles outlined above and the specific amendments to the wording of the Regulation**.

1. **Acceptable Reasons for Leave of Absence**

During the working group’s discussions, it became apparent that the reasons for which departments were willing to grant leave of absence varied greatly. The group therefore requested that a list (similar to IP guidance) be drafted to establish when leave of absence was appropriate and when it was not. DALG members were opposed to the introduction of a definitive list which would limit flexibility for departments and students. **LTC is asked to comment on a) whether such a list is desirable and b) whether the proposed list (below) is acceptable**:

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| “Leave of Absence is intended to help students that are experiencing difficult circumstances beyond their control such as (but not limited to):* Prolonged medical conditions or illness (to include both physical and mental health problems). Includes accidents and periods of hospitalisation.
* Personal/family circumstances which are causing you severe distress and/or which require you to return home for significant periods of time.
* Financial difficulties which require you to take time out of your studies to earn some money.
* Exceptional opportunity to work or travel during the period of your degree programmes arises.
* Time out to take part in worthy volunteering activity.

Leave of Absence is not intended to cover situations such as:* Occasional, short-lived illnesses.
* Imbalance of academic studies/social life.
* Demands of part-time work undertaken alongside your academic studies.
* Demands of non-academic activities (eg sport/music/hobbies) undertaken alongside your academic studies. “
 |

If a student is not considered eligible for leave of absence but his/her participation remains unsatisfactory, one of the aims of the new guidance is to ensure that they do not remain registered.

1. **Flowchart of Process**

**LTC is asked to approve the flowchart** (Annex C – separate Excel document) which is designed to assist departments through the amended process and to encourage a more holistic approach (formally involving Student Services where appropriate).

The flowchart is supported by a protocol for investigating students who are potentially failing to participate in their programme (Annex D). Annex E includes templates for the failure to participate letters (two-stage process) which we would expect all departments to adopt. This will ensure that students are treated equally across the University.

1. **Letters to Students**

Currently, there is no formal process for notifying students that they have been placed on leave of absence, nor for contacting them in advance of their intended return date. The working group recommends that two such letters be introduced to better support students on their return. The letter confirming leave of absence would be sent by Student Office but the letter contacting students in advance of their return to the University would be sent by departments. A template will be provided to departments who will be expected to manage the process in conjunction with a data download. Reminders will be sent by Academic Registry a couple of times a year but because departmental practice for module registration varies, the exact point at which letters are sent will be left to departmental discretion. DALG welcomed this approach as most departments were operating their own process at present. **LTC is asked to approve the introduction of these two letters.**

1. **Information for Students (website)**

The group identified that there is currently a lack of information for students about the implications of taking a leave of absence. To address this, the group has charged the Academic Registry, in consultation with Student Services and DALG, to host a website containing useful information about leave of absence. This will be finalised in consultation with LSU/Student Voice.

1. **Guidance for staff**

The group identified that there is currently a lack of information for staff when advising students about the implications of taking a leave of absence. Staff will be expected to be aware of the student website and either talk students through it, or at least direct them to it. However, additionally, we would like to provide staff with further information about addressing non-participation and ways in which to deal with it that could avoid students going on leave of absence. To address this, DANS is in the process of drafting guidance for staff which will be published on the web.

1. **Responsibility for, and Communication of, the Process**

Inevitably, in many departments, the responsibility for ensuring that students get the right advice and information at the right time will fall to the departmental administrators. The working group recommends that all departmental administrators are required to familiarise themselves with the processes and documentation described above and disseminate as appropriate within their departments. HoDs should also be informed of the new processes and the supporting information. LSU will be consulted on the best way to communicate the proposals to students. **LTC is asked to approve this overall approach.**

Annex A

Summary of Practice in Other Institutions

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Fitness to Study Practice across HE Sector

At their meeting on 17 May Programme Quality Team approved for recommendation to Learning and Teaching Committee a number of changes to Regulation IX to reflect discussions that had taken place in the Leave of Absence and Termination of Studies Working Group.

One of the changes was the addition of a requirement (para.35(vi)) that students returning from leave of absence for health reasons present evidence from an appropriate professional source to confirm that they were well enough to resume their studies. This had been proposed in the light of the need to balance the interests of the individual student with those of other students and staff in the University community. It was noted that the Departmental Administrators Liaison Group had voiced concerns about the practicality of this particular requirement, and it was agreed to sound out other universities about their approach. If further information became available to support the proposed change, it would be passed on to LTC; but if to the contrary, the proposed requirement would be withdrawn.

Out of 22 institutions who responded, it was seen that 21 currently had a system in place whereby students are required to provide evidence of their fitness to return to study. A number of these institutions noted that such practice has benefitted not only the students concerned but also staff and other students.

The University of Bath make use of a detailed pro forma which requires a GP or other relevant medical professional to assess the extent to which any illness may affect a student’s fitness to study and manage the demands of student life. Queen's University Belfast (School of Nursing and Midwifery) and the University of Sussex both make use of their own Occupational Health system in assessing the fitness of students to return.

The University of Plymouth hold case conferences when staff are concerned about a student’s progress and this includes academic staff and representatives from appropriate professional services. They note that such practice has helped in identifying any gaps in student support and provides the authority to interrupt a student’s study if there is little or no chance of the situation improving in the short term. Under such circumstances the student would be required to provide evidence that they well enough to return before being allowed to resume studies.

In contrast, the University of Nottingham – while employing such a fitness to return system – noted that it is not always effective due to their perception that GPs will rarely say that a student is not fit to return. The University of Essex is considering scrapping their 20-year old policy for the same reason.

Advice from Martineau LLP is to be cautious in implementing a policy as students are likely to be classed as disabled and therefore the University is obliged to make reasonable adjustments to accommodate the effects of their disability. Getting evidence as to what if any reasonable adjustments are needed so that they are able to study is probably ok (which may highlight any that are genuinely not fit to return in any event), but asking for evidence that they are fit to study without any adjustments might be interpreted as an indication that the University did not intend to fulfil its duty to adjust.

It may be worth noting that, in April 2010, the government introduced a Statement of Fitness for Work for employees who were absent from work through illness which allows GPs to state that an individual may be fit for work taking account of the GPs advice.

**Responses:**

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| **Evidence required for resumption of study** |
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| Aberystwyth University |
| Bangor University Where there has been a particular problem, the student may also be required to 'report' to and arrange support from a member of student services eg mental health adviser, on their return. |
| University of Bath |
| Cardiff University |
| University of East Anglia |
| University of Essex |
| University College Falmouth |
| University of Glamorgan |
| Goldsmiths University of London |
| University of KentEvidence required for student to begin Leave of Absence |
| Kingston UniversityUniversity of Leicester |
| University of Liverpool |
| University of PlymouthQueen Mary, University of London |
| Queen's University Belfast (School of Nursing and Midwifery)University’s Occupational Health DeptUniversity of ReadingUniversity of Surrey |
| University of Sussex(clearance is required from the University's Occupational Health Service) |
| University of YorkUniversity College, Oxford(assessments are carried out by the College Doctors and students are sometimes also required to fulfil academic conditions prior to their return) |

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| **No evidence required**  |
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| University of Chester |

Annex B

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

**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.

(vi) Where Leave of Absence is due to ill health, the student shall normally be required to provide evidence from an appropriate professional source to support the case that a return to studies is appropriate given the circumstances of his/her initial Leave of Absence. The decision whether to permit the student to re-register will be taken by the Academic Registrar (or his/her nominee).

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.

**Rationale for Changes**

Paragraph 36(vi) has been introduced in light of the need to balance the interests of individual students with those of other students and staff where the student may have suffered from serious health problem. It is acknowledged that there may be issues around the implementation of this requirement and discussions are taking place between Registry staff and staff in the Student Support Centre about the practical aspects.

Following a number of recent cases where students have been absent from the University but unable to apply for leave of absence (due to health problems which prevented the completion of the appropriate form) it was agreed by the Leave of Absence and Termination of Studies Working Group that the above changes were desirable. The appeal process outlined in paragraphs 36-37 gives the student the right to make representations should they feel the action has been taken inappropriately.

Annex D

**Protocol for investigating students who are failing to participate in their programme.**

Where a student has failed to engage with two consecutive attendance checks and/or where attendance/participation has become a concern for another reason, departments should begin investigating whether or the not the student is still participating in their programme of study. The following list is a **guide** of what steps departments might wish to take in order to make contact with the student:

1. Email student giving two working days to make contact and arrange to see someone in the department or give reasonable explanation of absence.
2. If 2 not complied with, phone them to try and establish what is happening.
3. If 1 not complied with, send letters to term time and home addresses giving two working days to make contact and arrange to see someone in the department or give reasonable explanation of absence. This letter should also be emailed to the student’s University email address.
4. If via points 1-3, an adequate solution is reached (i.e. student resumes study, takes leave of absence or withdraws), no further action is required.
5. If no contact made under points 1-3, the department may report them to Academic Registry who will begin a series of enquiries with other support services to try and make contact with the student. Concurrently, the department should also initiate first phase of failure to participate procedures in accordance with Reg IX:

<http://www.lboro.ac.uk/admin/ar/calendar/regulations/current/9/index.htm>

1. If student subsequently contacts the department, then Academic Registry must be notified so that other checks/procedures can be halted.

Whatever steps are taken, the process covered by points 1-6 above should take no longer than 5 working days. If no contact has been made within this timescale, the department should refer the case to the Academic Registry.

Where a student has been reported to Academic Registry as potentially failing to participate in their programme, the following checks will be made:

1. If student is living in hall, warden will be contacted to establish whether they have been seen recently. Warden will be expected to encourage student to report to department immediately. If there are reasons which the warden is aware of which prevent the student from doing so, either the department or Academic Registry must be alerted.
2. If student is not living in hall, a Community Warden will be contacted to establish whether they have been seen recently. Community Warden will be expected to encourage student to report to department immediately. If there are reasons which the Community Warden is aware of which prevent the student from doing so, either the department or Academic Registry must be alerted.
3. DANS, Counselling & Student Support Centre will be contacted to see if they are aware of the student in question\*. Details of individual circumstances will not be expected to be disclosed but colleagues will be expected to make a judgement on whether the student is in a position to continue with their studies at present time. If so, DANS/Counselling/SSC will be expected to encourage student to report to department immediately. If not, discussions will need to ensue regarding leave of absence between DANS/Counselling/SSC and the department.
4. Where student cannot be contacted via any of the above processes, department will be asked to initiate failure to participate procedures in accordance with Reg IX:

<http://www.lboro.ac.uk/admin/ar/calendar/regulations/current/9/index.htm>

\* Student Services will seek the student’s permission to disclose information to other parts of the University. If the student refuses, then Student Services will make it clear to the student that their individual circumstances will not be taken into account when decisions about their student status are taken.

Annex E

Dear

It has come to my attention that you may not be engaging fully with your programme of study. As a department we are concerned for your welfare as well as your academic achievement and we would like to give you the opportunity to discuss your non-attendance with <<appropriate member of staff>> so that we can see if the University can provide any support for you.

Ultimately, you have a duty to the University, your department and yourself to fully engage with your course in order to perform to the best of your ability. I realise that it may be a shock to find yourself in this position, however it is essential that you recognise the gravity of your situation and contact us so that we can work together to address the situation.

Please contact <<appropriate member of staff>> by <<date>> so that we can prevent this situation escalating into the University terminating your studies for failure to participate.

Yours sincerely &c

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Dear

Your continued poor attendance is causing concern, both for your personal wellbeing and because we believe you will fail. Past experience indicates that there is a strong correlation between non-attendance and failure to gain credit in modules.

You were offered the opportunity to discuss your situation with <<appropriate member of staff>> on <<date>> but failed to attend the meeting. We are offering you one further opportunity to discuss with <<appropriate member of staff>> any circumstances which may be affecting your attendance. We require you to attend an appointment to see <<appropriate member of staff>> within <<time>>. You can do this by...

It is in your interest to reply to this letter promptly. If we do not hear from you within <<time>> will be obliged to inform the Academic Registrar who may consider it appropriate to terminate your studies for Failure to Participate (as detailed under University Regulation IX.23).

If your studies are terminated the University will be obliged to notify the Student Loans Company, your Local Education Authority, other sponsors, Charnwood Borough Council (for council tax exemption purposes) and the UK Border Agency as appropriate. In addition to this you will not receive the award for which you initially registered.

It is not too late to get in touch so that we can discuss whether there are other alternatives to having your studies terminated.

Yours sincerely &c