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# University Governance

## University Regulations

### Regulation XVI

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#### Tuition Fees and Payments for Other University Services

*(Version effective from 5 July 2012 until 31 July 2013)*

#### Scope of Regulation

1. This regulation shall apply to all introductory studies, undergraduate, modular postgraduate and research 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.

#### Tuition Fees

2. Tuition fees shall be payable, depending on the programme, on either a programme or modular basis. The level of fees shall be approved and published by the University Council. Except where students are paying by a stage payment plan approved by the Director of Finance or their nominee, tuition fees should be paid in full by the end of Semester One (full-time taught students), within three months of each module registration (part-time taught students) and within three months of their initial registration or re-registration date (research students).

3. Tuition fees are the responsibility of the student. Where the student has nominated a sponsor, but that sponsor fails to pay within the time limits specified in this regulation, the student shall be liable for the fees.

#### Withdrawal

4. Paragraphs 5 and 6 below should be read in conjunction with Regulation VI.4 and 5. Any University Vacations shall be considered to be part of the previous term for the purposes of Tuition Fee Liability.

5. Any student whose effective withdrawal date falls within the first four weeks of their programme will not be charged tuition fees. Thereafter, students shall be charged tuition fees on a pro rata termly basis for each term which has commenced since the start of their programme year. The effective withdrawal date for taught students shall be determined in accordance with the provisions of Regulation IX, and for research students shall be the date of last attendance as confirmed by the student's School.

#### Transfer Between Programmes

6. Where a student transfers programme and a different level of tuition fee is

applicable to the new programme, the overall tuition fee shall be calculated on a pro rata termly basis. Where a student transfers mid-term, the pro-rata charge for that term shall be determined from the charge applicable to the original programme.

## Leave of Absence

7. Where a student is granted leave of absence tuition fee liability will be calculated in accordance with paragraph 5 hereof as if the student had withdrawn.

8. On return from leave of absence:

- tuition fees for taught students for the year shall be charged in full with a discount applied according to the tuition fee charged for the period prior to leave of absence, in accordance with paragraph 7 hereof.
- tuition fees for research students shall be charged for the remainder of the registration period.

## Obligations

9. For the purposes of this regulation, obligations shall be deemed to include tuition fees, accommodation and other charges, library, disciplinary and other fines and the return of all borrowed material to the library.

## Consequences of Failure to Meet Obligations to the University – Taught Students

### Outstanding Tuition Fees – Suspension of Studies – Taught Students

10. Taught students who have not paid all outstanding tuition fees by the end of week 11 of Semester Two shall normally be suspended from their programme of study. In extenuating circumstances the Academic Registrar may approve alternative action.

11. Where a taught student is suspended from their studies in accordance with paragraph 10 hereof:

- i. the student shall not be considered by a Programme or Review Board until the suspension has been lifted
- ii. the student shall not be permitted to submit coursework, sit written examinations, or take other forms of assessments after the date of suspension
- iii. where the student misses any assessment(s) as a result of his/her studies being suspended and is subsequently permitted to resume his/her studies prior to the end of the academic year, the assessment(s) shall normally be taken in the Special Assessment Period.

12. Where a taught student is suspended from his/her studies in accordance with paragraph 10 hereof, and is later permitted to resume, there shall be no refund of tuition fees for any period of suspension nor shall the maximum time limits outlined in paragraph 11 of Regulation XX or paragraph 7 of Regulation XXI be extended.

13. Where a taught student is suspended from his/her studies in accordance with paragraph 10 hereof, and does not later resume, the effective withdrawal date for purposes of Regulation IX and paragraph 5 hereof shall be the date of the suspension.

## **Suspension of Progression and Awards and Module Registration – Taught Students**

**14.** Taught students must meet all obligations to the University by a date five working days in advance of the meeting of the relevant Programme Board. Failure to meet this deadline will result in the following action:

- **i.** if the decision of the board is that the student would otherwise receive an award, no award will be made until all obligations have been met;
- **ii.** if the decision of the board is that the student would otherwise be permitted to progress to the next Part of their programme, progression will not be permitted until all obligations have been met, save that the Academic Registrar may set a maximum outstanding obligations level each academic year below which progression may be permitted for all students;
- **iii.** if the decision of the board is that the student has failed and has outstanding reassessment rights, the student shall be permitted to exercise these rights, but without attendance only;
- **iv.** if the decision of the board is that the student's studies should be terminated, the student shall be classified as a permanent leaver in debt to the University.

**15.** Where, at the start of an academic year, a postgraduate taught student has outstanding obligations incurred in a previous academic year, that student shall not be permitted to register on any further modules or to attend any reassessment modules until all such obligations are met.

**16.** Where a taught student is not permitted to register on, attend or be assessed in the next Part of their programme in accordance with paragraph 14 hereof or to register on modules in accordance with paragraph 15 hereof, the maximum time limits outlined in paragraph 11 of Regulation XX or paragraph 7 of Regulation XXI shall not be extended to take account of any resultant period of inactivity.

## **Termination of Studies – Tuition Fees and Other Obligations – Taught Students**

**17.** The Academic Registrar may terminate the studies of a taught student if:

- **i.** The student has been suspended from their studies under the provisions of paragraph 10 hereof and has not, by 31 July in the academic year in which they were suspended, paid all outstanding tuition fees; or
- **ii.** The student has not been permitted to register on the next part of their programme or to be awarded a degree under the provisions of paragraph 14 hereof or to register on modules in accordance with paragraph 15 hereof, and has not met all obligations by 31 July in the academic year following that in which the obligations were incurred.

**18.** The Academic Registrar shall ensure that notification of termination of studies under the provisions of paragraph 17 hereof is sent to the student's last known permanent address.

**19.** Taught students whose studies have been terminated under the provisions of paragraph 17 hereof will not be eligible for any further assessment under any circumstances, but may be eligible for an award based on the Module Marks already

obtained if all obligations are met at a later date, subject to the provisions of Regulation XX, Regulation XXI or the General Regulations for Introductory Studies.

## **Consequences of Failure to Meet Obligations to the University – Research Students**

### **Outstanding Tuition Fees – Suspension of Studies – Research Students**

**20.** Students who have not paid all outstanding tuition fees within 3 months of their initial registration or re-registration may be suspended from their research degree programme. In extenuating circumstances the Academic Registrar or his/her nominee may approve alternative action.

**21.** Where a student is suspended from their studies in accordance with paragraph 20 hereof he/she will not be permitted to attend the University for the purpose of conducting their research degree programme, nor make his/her research degree submission, nor undertake any form of assessment after the date of suspension.

**22.** Where a student is suspended from his/her studies and is later permitted to resume following settlement of the outstanding debt, tuition fees will not be owed for the period of suspension. Tuition fee liability will re-commence at the point at which the student is reinstated.

**23.** Where a student is suspended from his/her studies in accordance with paragraph 20 hereof, and does not later resume their studies, the effective withdrawal date shall be the date of the suspension.

### **Suspension of Progression – Research Students**

**24.** Where at the start of the next registration period a research student has outstanding obligations incurred in a previous registration period, he/she shall not be permitted to re-register for a further period until all such obligations are met.

### **Termination of Studies – Tuition Fees and Other Obligations – Research Students**

**25.** The Academic Registrar may terminate the studies of a research student if:

- **i.** the student has been suspended from their studies under the provisions of paragraph 20 hereof and has not paid all outstanding tuition fees within 6 months of their suspension or
- **ii.** the student has not been permitted to re-register on their research degree programme or to be assessed or awarded a degree and has not met all obligations by 31 July in the academic year following that in which the obligations were incurred.

**26.** The Academic Registrar shall ensure that notification of termination of studies under the provisions of paragraph 25 hereof is sent to the student's last permanent address.

**27.** Students whose studies have been terminated under the provisions of paragraph 25 hereof will not be eligible for any further assessment under any circumstances, but may in the case of students registered on the New Route PhD or EngD programmes subject to the general regulations applicable to those programmes be eligible for an award based on the Module Marks already obtained if all obligations

are met at a later date.

## **Appeal Against Termination – Taught and Research Students**

**28.** Students whose studies have been terminated under the provisions of paragraph 17 or 25 hereof shall have the right to appeal to the Chief Operating Officer. The appeal must be made in writing and must be made within 20 working days of the decision to terminate the student's studies.

**29.** The Chief Operating Officer or his/her nominee will respond within 20 working days of receipt of an appeal made under the provisions of paragraph 28 hereof.

**30.** The Chief Operating Officer/Registrar shall either confirm the termination of studies or agree terms with the student for settling all obligations.

**31.** Failure to adhere to any agreement reached in accordance with paragraph 30 hereof shall result in the immediate termination of the student's studies.

**32.** There shall be no further right of appeal within the University.

**Last modified 4 July 2012**

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