

11. ATTENDANCE, INTERRUPTION, WITHDRAWAL AND FEES

11.1 Attendance

1. Students registered on programmes of study are required:
 - to be in attendance throughout the academic session, subject to the specific requirements of their programme of study including scheduled breaks;
 - to participate fully in their studies;
 - to be present at lectures, seminars, tutorials and other assigned academic activities, including assessments;
 - to submit work when required;
 - to fulfil all other academic requirements of their programme.

Significant absences not only affect the performance of a student but also reduce the benefits of participation for others. The University may withdraw students from their programme if their participation has been unsatisfactory. If funding is terminated due to non-attendance, students may not receive support for future funding.

2. A Director of School, on the advice of the relevant Programme Leader or Programme Area Leader and other relevant institutional staff, may refuse a student access to placement, work experience or a practical activity if poor attendance at preparatory sessions meant that the student would be ill-prepared for the activity, or would be a Health and Safety risk to themselves or others. The relevant Programme Leader or Programme Area Leader will communicate further information on the requirements for both attendance and practical activity to students.
3. Satisfactory attendance is a basic condition of accepting public finance for higher education. The Student Loans Company and other relevant

Professional, Statutory and Regulatory Bodies require the University to inform them promptly if a student fails to start a programme or ceases to attend.

4. The University is also required to notify UK Visas and Immigration if any student who does not have the right of abode in the UK fails to start a programme, ceases to attend, is absent due to illness for an extended period of time, or has a consistently poor record of attendance (for example, frequent unexplained absences).
5. If a Programme Leader or Programme Area Leader believes that a student has withdrawn from the University (or programme) or has ceased to attend, s/he must notify Registry Services in writing immediately. Registry Services will then contact the student in writing, allowing ten working days for a response, before terminating the student's registration.
6. Students who require a leave of absence due to legitimate medium to long term commitments (including maternity or paternity) should contact Student Support as soon as is practicable, to enable the relevant support to be put in place.
7. Students who are not enrolled on distance learning programmes are expected to reside either on the University campus, or within a practicable daily commuting distance of it. The University reserves the right to terminate a student's registration, in exceptional circumstances, if their relocation makes it impossible for them to travel to the campus and back in a single day.

11.2 Absence through illness

Students prevented by illness from taking part in their programme for more than seven successive days should ensure that a certificate signed by a medical practitioner is submitted to the Programme Leader or Programme Area Leader, or to a representative of Student Support who will forward the form to the Programme Leader or Programme Area Leader on the student's behalf. Please note that medical conditions that develop during a programme

may be subject to occupational health investigation to comply with professional body requirements.

11.3 Interruption of Studies

1. Circumstances sometimes arise which make it very difficult for students to continue with their studies. It may be possible to arrange an interruption of studies subject to the maximum period of registration permitted for the programme of study. Representatives of Student Support will advise on academic implications and financial consequences.
2. The Interruption Form is available on LearningSpace. Students must inform Registry Services of any changes to their registration via the approved form, and a failure to do so may make a student liable for repayment of loans.
3. The assessment results of students who interrupt or withdraw during the academic year will be handled as described in Section 11.6 of this Framework below. This will enable return at an agreed point in the subsequent academic year.
4. If a student has interrupted their studies for more than two years, the Progression and Award Board will normally exclude them from their programme in accordance with the University's Regulations for Academic Awards (see Section 8.8 of this Framework).
5. The unavailability of modules and/or the constraints imposed by the University timetable may affect the resumption of studies. A condition of students being permitted to interrupt their studies is that they must accept any such consequences. Poor academic progress is not an acceptable reason for interruption of studies and a student must not gain an assessment advantage through interruption of studies. Therefore, all assessment marks (including any zeros) for the period up to and including the date of interruption must stand. Students are subject to the regulations in force at the time of return, inclusive of any increase in tuition fee.

5. Students who interrupt on health grounds are required to provide evidence, from an independent professional, indicating that they are fit to resume prior to re-registration with the University. The names of students interrupting on health grounds will be forwarded to Student Support so that the appropriate support, including a decision on whether a Return to Study meeting is required, can be put in place.

11.4 Withdrawing from the University

1. Students who are considering withdrawing from the University should contact Student Support for advice in the first instance. If they decide to withdraw, they must complete the Withdrawal Form available from LearningSpace and ensure that books borrowed from the Library have been returned, accounts due have been settled and accommodation agreements properly terminated. The University will make every effort to recover debts and this may involve outside agencies.
2. If a student intends to transfer to another institution this should be indicated on the Withdrawal Form and relevant details provided. Failure to do this, under government guidelines, could jeopardise future funding as students may be deemed to have withdrawn from all study and funding may be terminated.
3. Students must notify Registry Services of the exact date of withdrawal in order to minimise liability for fees and other expenses due to the University and/or funding organisations such as the Student Loans Company. They must also ensure that the University is aware of any changes to their registration. Failure to inform Registry Services in writing via the approved form will mean that the student may be liable for repayment of loans.
4. The University asks students, by way of the withdrawal form, for their reasons for withdrawing. This is to ensure that it is providing the appropriate services and support. If a student responds, then the data will be used for this purpose and none other.

11.5 Tuition Fees

1. Unless other funding arrangements are in place, students are required to pay tuition fees for their programme of study, as set out in the appropriate fee schedule. Students must pay tuition fees as part of the registration process and/or provide proof of a tuition fee loan in the form of the authorising letter from the funding partnership.
2. Students cannot complete registration until payment arrangements have been made with the Finance Office. Moreover, **please note that any student who fails to pay tuition fees may be withdrawn from the course until all debt for the year is paid in full.**
3. Part-time and modular fees are pro-rata to the full-time fees according to the credit value of the modules.

11.6 Recording of module results for students who withdraw or interrupt

1. The cut-off dates, after which module results for students interrupting or withdrawing from their programme will be recorded, are posted on the University website.
2. A student who withdraws from or interrupts their programme of study may complete the first half of the teaching, up to the date shown in the relevant table, for a given module free of consequence – i.e. the module(s) will not form part of their profile for that year, and, if they return, the module(s) will be taken as an uncapped first attempt. However, after the relevant dates shown in the tables, a student will be deemed as having had an attempt at the module(s); subsequent attempts at the module(s) or their direct replacements will then be capped at the module pass mark and a charge levied.

11.7 Fees Policy for students who withdraw or interrupt

1. Students who withdraw prior to the end of their programme will be liable to a pro-rata fee payment for the time spent on their programme of study on the following basis. Dates based on the standard term dates are given below for indicative purposes only and are not exhaustive: in the case of non-standard entry, students who withdraw will be charged in accordance with the terms of the specific provision.
 - Students withdrawing for any reason before the end of the second week after the programme starts will be exempted from fees.
 - Students withdrawing for any reason between the end of the second week after the programme starts and the start of the University Easter Vacation will be charged a proportion of the course fee as set out in the fee schedule. This will be calculated *pro rata* on the number of teaching weeks before withdrawal based upon a 30-week teaching year.
 - Students who withdraw on or after the start of the University Easter Vacation will be charged the full year's fee and will not be entitled to any rebate.
 - In all of the above, any part of a week shall be charged as a full week calculated up to and including the following Friday.
 - In all of the above, pro-rata fees will be calculated on the basis of the academic year set out for the programme of study.
2. Students interrupting study during the year will be treated as withdrawing students (see above) for the purposes of tuition fee calculations.
3. Students returning to study after interruptions from the previous academic year(s) will be treated as continuing students for fee purposes, provided that they return to the same programme and in the same mode of study.

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