

# 11. ATTENDANCE, INTERRUPTION, WITHDRAWAL AND FEES

This section of the Student Regulations Framework applies to all taught programmes of Plymouth Marjon University, whether undergraduate or postgraduate, and to all apprentices enrolled on the University's apprenticeship programmes, who are classified as 'students' and referred to accordingly throughout this Procedure.

## 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 Dean 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 within ten working days 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 has been issued with a Certificate of Acceptance to Study (CAS) 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period of time, or has a consistently poor record of attendance (for example, frequent unexplained absences) and is withdrawn from the programme.
5. If an attendance, engagement or progression issue has been identified by a Module Leader, they will contact the Programme Leader, Personal Development Tutor and Student Wellbeing and Support without delay to ascertain the reasons for the student's absence. Where there is no known reason, the Personal Development Tutor will contact the student informally by telephone and/or email, providing advice with regard to the possible consequences of non-attendance. If there is still no response after ten working days' non-attendance, the Personal Development Tutor will ask the Programmes and Placements Office to contact the student in writing. If the student does not respond within a further five working days, the Personal Development Tutor will advise Student Records via the Programmes and Placements Office. Student Records will then update the student's record and inform them of this action and their fee liability for the period.

6. Students who require a leave of absence due to legitimate medium to long term commitments (including maternity or paternity) should contact Student Wellbeing and 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 location 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 Wellbeing and 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 Wellbeing and Support will advise on academic implications and financial consequences.

2. The digital Interruption form is available on Antler and MyMarjon. Students must inform Student Records of any changes to their registration via the appropriate 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.
6. 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 Wellbeing and Support so that the appropriate support can be put in place.

## 11.4 Withdrawing from the University

1. Students who are considering withdrawing from the University should contact Student Wellbeing and Support for advice in the first instance. If they decide to withdraw, they must complete the digital Withdrawal Form available on Antler and MyMarjon 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. The Withdrawal form will ask the student for their date of last attendance in order to minimise liability for fees and other expenses due to the University and/or funding organisations such as the Student Loans Company. This date will be verified with the Programme Leader. They must also ensure that the University is aware of any changes to their registration. Failure to inform Student Records in writing via the appropriate 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 anonymised and used only for this purpose.

## 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. A student who withdraws from or interrupts their programme of study before the first assessment submission date will be given the 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.
2. A student who withdraws or interrupts after the final assessment deadline for that module has passed will be deemed to have completed that module and the marks for any assessment due will be taken to the next set of Boards. The 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.

## 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 or interrupting for any reason between the start date of course plus 27 days inclusive will be exempted from fees.
  - Students withdrawing or interrupting for any reason, between day 29 of the programme and the end of 16 weeks from the programme start date, will be charged 25% of the tuition fee as set out in the fee schedule.
  - Students who withdraw or interrupt after 16 weeks but before the end of 32 weeks from the programme start date will be charged 50% of the tuition fee as set out in the fee schedule.
  - Students who withdraw or interrupt after the end of 32 weeks from the programme start date will be charged 100% of the tuition fees as set out in the fee schedule.
  - 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.
2. Students returning to study after interruptions from the previous academic year(s) will be treated as continuing students for fee purposes, and will be liable for the balance of the tuition fee as published in the fee schedule for the current year.

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