

**ACADEMIC AWARD REGULATIONS
Expulsion of Students on Academic Grounds**

Name of regulation :	Expulsion of Students on Academic Grounds
Purpose of regulation :	To describe the procedures and regulations for the expulsion of students on academic grounds
Approval for this regulation given by :	Academic Board
Responsibility for its update :	Dean of Students and Academic Registrar
Regulation applies to :	To all students registered on Staffordshire University awards.
Date of Approval :	29 June 2011
Proposed Date of Review :	May 2012

1. Introduction

These procedures have been made by the Board of Governors in accordance with the University's Articles of Government.

2. Procedures

- 2.1** You may be expelled from the University on academic grounds if your academic progress during the year, or progress during an industrial training or placement period is deemed to be unsatisfactory.
- 2.2** If at any time the Dean of Faculty/School, in which your award is based, acting on the recommendation of the appropriate Committee believes that your work or attendance has not been satisfactory, despite a written warning from the Committee's Chair, the Dean of Faculty/School shall write to you stating that unless there is a marked

improvement in your work and/or attendance you may be expelled from the University and not be permitted to appear for examinations or submit assessments for their programme of study. A copy of the letter shall also be sent to the Dean of Students and Academic Registrar.

Such a notification must be given at least three weeks before the beginning of the relevant assessment period.

- 2.3 The notification of unsatisfactory work or attendance, together with a copy of these regulations, shall be handed directly to you by the Dean of Faculty/School or his/her nominee or, if you are not currently in attendance, be sent by recorded delivery by the Dean of Faculty/School or his/her nominee both to the your registered term time address and to your home address (if different).
- 2.4 In all cases you will be required to give a written undertaking to the Dean of Faculty/School, within seven working days of the date of receipt of the letter, to improve your work and/or attendance with immediate effect.
- 2.5 If having been notified in accordance with the above procedure you fail to either:
 - (a) give the required written undertaking within seven working days
 - or
 - (b) satisfy the appropriate Committee of an improvement in your work or attendance

the Dean of Faculty/School shall recommend to the Academic Expulsion Committee of the Academic Board that the you be expelled from the University and not permitted to appear for examinations.

The recommendation shall be made, in writing, to the Dean of Students and Academic Registrar as Secretary to the Committee giving full supporting information.

The Dean of Students and Academic Registrar shall convene a meeting of the Academic Expulsion Committee within seven working days of receipt of the recommendation of the Dean of Faculty/School.

3. Academic Expulsion Committee

3.1 The Committee shall comprise :

Deputy Vice-Chancellor or Pro Vice-Chancellor or a Dean of Faculty/School, who has no direct connection with you, who shall Chair the Committee.

Two members of the academic staff of the University serving on the Academic Board. Staff sitting on the Committee shall have no direct connection with you, by way of academic programme of study or other activities within or outside the University.

Two registered students of the University appointed by the President of the Students' Union. Students sitting on the Committee shall have no connection with you by way of personal friendship, family household, society or academic programme of study.

- 3.2** A quorum of the Committee shall be at least three members, including the Chair.
- 3.3** The Dean of Students and Academic Registrar or her nominee shall act as Secretary and be responsible for the membership and administration of the Committee in accordance with these procedures.
- 3.4** You will have the right to appear and be heard and also to be accompanied by a fellow student or Students' Union Representative who may speak on your behalf at any meeting of the Committee.
- 3.5** The written recommendation for expulsion submitted by the Dean of Faculty/School will be circulated to you and members of the Committee in advance of the meeting.
- 3.6** The Committee shall have the right to call for such reports, interview such persons and consider such other evidence as it may deem necessary.

You and your fellow student or Students' Union Representative shall have the right to question persons and evidence obtained by the Committee.

- 3.7** You will have the right to call for such reports, interview such persons and provide such other evidence as you think necessary.

The Committee shall have the right to question persons and evidence produced by you.

- 3.8** The non-attendance at the meeting of any participant shall not invalidate the proceedings.
- 3.9** After its deliberations the Committee shall have the power either to annul or to confirm the recommendation of the Dean of Faculty/School .
- 3.10** If the Committee decides to annul the Dean of Faculty/School's recommendation the decision will be notified, in writing, to you by the Dean of Students and Academic Registrar within five working days of the date of the meeting.

- 3.11** If the Dean of Faculty/School's recommendation is confirmed the Dean of Students and Academic Registrar shall inform the Vice-Chancellor accordingly within three working days.
- 3.12** Within three working days of receiving the written notification of the Committee's decision from the Dean of Students and Academic Registrar the Vice-Chancellor shall write to you confirming your expulsion from the University on academic grounds. The written notification shall also inform you of your right of appeal to the Board of Governors Academic Expulsion Appeals Committee but only be on the grounds that proper procedures had not been followed in the consideration of the matter. You must write to the University Secretary within seven working days of receipt of the written notification from the Vice-Chancellor of your expulsion from the University giving full details of the grounds for appeal.

4. Board Of Governors Academic Expulsion Appeals Committee

- 4.1** The Committee shall comprise three Governors, excluding the Vice-Chancellor or student Governors who have any direct connection with you. The members of the Committee shall be appointed by the Chair of the Board of Governors and the quorum shall be two members.
- 4.2** The Committee shall be convened by the University Secretary within seven working days or as soon as practicable after receipt of the written appeal from you. The University Secretary shall act as Secretary and be responsible for the membership and administration of the Committee in accordance with these procedures.
- 4.3** You will have the right to appear and be heard and also to be accompanied by a fellow student or Students' Union Representative who may speak on your behalf at any meeting of the Committee.
- 4.4** The written appeal submitted by you will be circulated to the Committee in advance of the meeting.
- 4.5** The Committee shall have the right to call for such reports, interview such persons and consider such other evidence as it may deem necessary.

You and/or your fellow student or Students' Union Representative shall have the right to question persons and evidence obtained by the Committee.

- 4.6** You will have the right to call for such reports, interview such persons and provide such other evidence as you may deem necessary. The Committee shall have the right to question persons and evidence produced by you.

4.7 The non-attendance at the meeting of any participant shall not invalidate the proceedings.

4.8 After its deliberations the Committee shall have the power either to uphold or to reject your appeal.

The Committee's decision, which shall be final, will be notified to you and the Vice-Chancellor by the University Secretary within five working days of the meeting.

4.9 If the appeal is rejected the Vice-Chancellor shall write within five working days to you confirming your expulsion from the University on academic grounds.

5. Disabled students

If, due to a disability, you need us to make adjustments in order that you can attend an interview or hearing, please let us know in advance and we will aim to meet your individual requirements. This could mean us relocating the hearing to a more accessible venue and/or making arrangements for a communicator or advocate to be present at the hearing. To enable us to do this, please ensure that you contact the Dean of Students Tel no. 01782 294960 or email f.francis@staffs.ac.uk at least 7 working days before the date of the hearing.

6. Students on Distance Learning Awards and those studying at Partner Colleges in the UK or overseas

(i) It is recognised that attendance at a hearing or interview in the University might be problematic for students on distance learning awards or studying at Partner Colleges in the UK or overseas.

(ii) Such students will therefore be given the opportunity to:

- attend a hearing or interview in the University OR
- attend a hearing or interview in one of the University's Partner Colleges with the permission of the Partner College. Video conferencing of such a hearing or interview will be considered where appropriate OR
- respond by correspondence to an identified member of staff in the University in accordance with the particular stage of the regulation in question. It is expected that this will be the norm

(iii) In all such cases, the timescales for replying to students and requiring replies from students will need to be adjusted. However, both the student and the University will be expected to fulfil their respective responsibilities within a reasonable timeframe.

Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request. If you think we can improve the fairness of this policy, please contact the individual who has responsibility for its update.