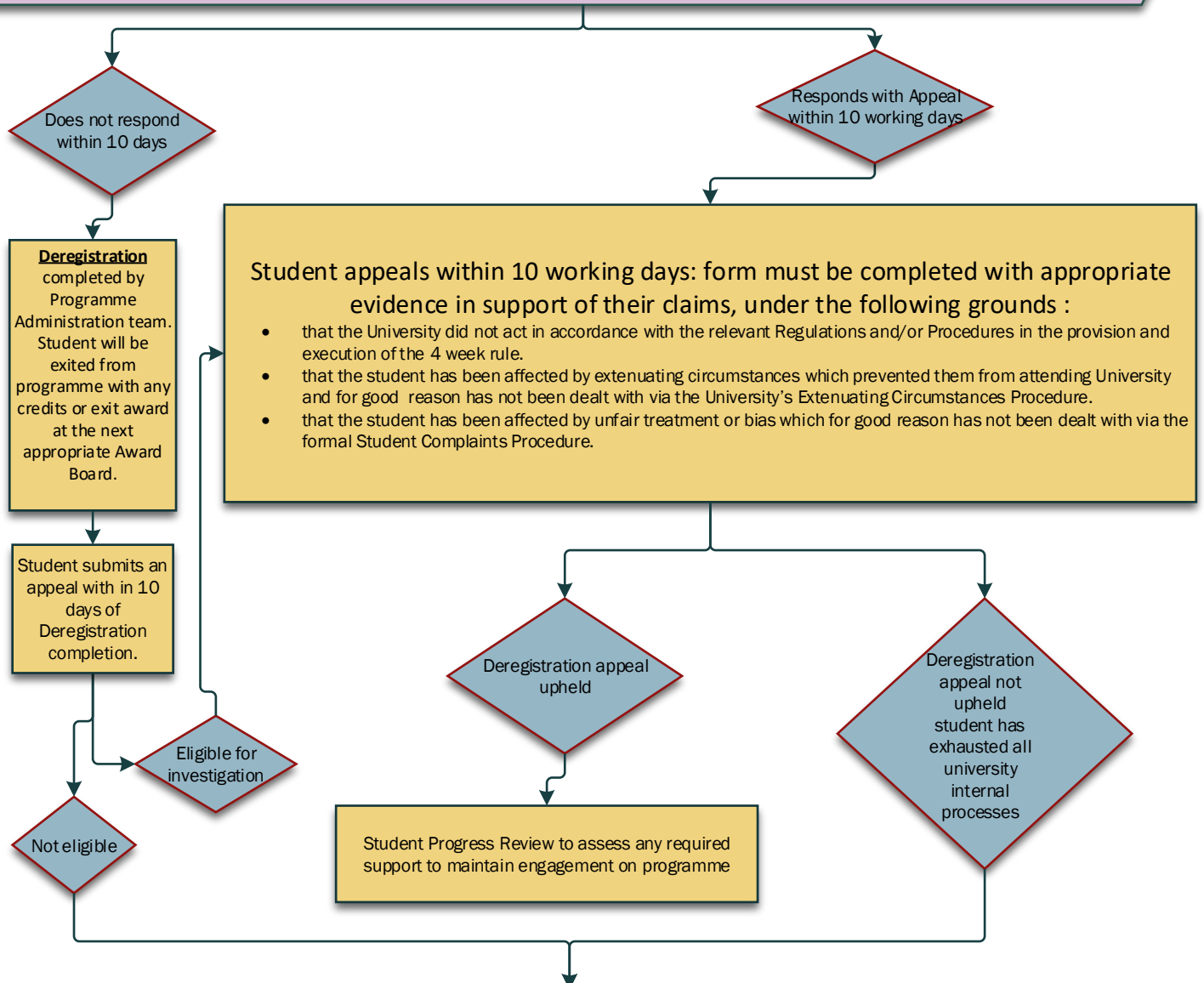


4 week Rule Deregistration process

Applied to any current student who :

- fails to attend and/or engage with formal University learning activities and associated procedures for 4 consecutive weeks;
- fails to respond to communications from the University regarding this matter,
- is unable to give reasonable explanation for their absence and assurance of future appropriate engagement.

Programme leader - complete the Deregistration form and forward to Programme Administration. The student will be contacted and asked to respond within 10 working days or they are likely to be deregistered. As part of this the 10 working days are for the student to appeal against the decision with evidence.



Notify the student of the outcome that all internal procedures have concluded.

The Student Casework team will issue a

Completion of Procedures (COP) Letter as soon as possible, and within 28 days after the end of internal processes.

Any complaint to the Office of the Independent Adjudicator must be submitted within 12 months of the date of the COP Letter.