

EXCLUSION AND APPEALS POLICY

May 2019

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<http://policies.docstore.port.ac.uk/policy-83.pdf>

SUMMARY

What is this document about?

This Policy explains the conditions that need to be met in order to become a fully registered student of the University of Portsmouth. This document outlines the final dates for settling the conditions of being a registered student. After which the exclusion process may be initiated to defaulting students; this process and its consequences are explained in this document.

Who is this for?

This document is applicable to all registering and re-registering students of the University of Portsmouth.

How does the University check this is followed?

The Department of Student and Academic Administration recommends and implements the Policy. The officer responsible for maintaining the currency of the Policy is the Academic Registrar and Director of Student and Academic Administration. The University ensures that the Policy is transparent and consistently applied and manages an appeals process to respond to these applications.

Who can you contact if you have any queries about this document?

If you have questions about this document please contact Student Administration Services, Student Life, Department of Student and Academic Administration tuition@port.ac.uk

This document is pending revision subject to the outcome of the University Academic Regulations review scheduled for 2021/22.

EXCLUSION AND APPEALS POLICY

1. Introduction

Registration is an annual requirement, comprising:

1.1. Course registration

- Completing the registration form, AND
- Producing personal identification, and immigration status if an International student

Notes:

- 1.1.1. Home/EU and Channel Islands students continuing their studies on the same course are not required to annually reproduce their personal identification
- 1.1.2. All continuing international on-campus students, including students studying on franchise programmes must have their passports and visa/Biometric Residence Permit (BRP) are checked for validity after each registration period, i.e. annually.

1.2. Full registration

To become and remain a fully registered student of the University of Portsmouth, students are required to complete additional registration processes. Failure to complete all the relevant processes may result in students being excluded from the University of Portsmouth. These conditions are:

- Settlement of the tuition fee
- Settlement of other University debts
- Proof of course entry qualifications
- Submission of up-to-date term-time address details
- Satisfactory criminal conviction checks

Notifications to students indicating the requirement to complete an outstanding registration process, and subsequent follow-up notifications, will be sent to students' University email accounts.

2. Exclusion from the University

Students may be excluded from the University for the following reasons:

2.1. Tuition fees

If students do not satisfy the University's tuition fee payment criteria by paying their fees in full or making approved arrangements either prior to registering on to their course, or by the due date on their tuition fee invoice, they will be excluded from the University of Portsmouth. Course tuition fees for new students starting their courses in 2019/20 are available on the University of Portsmouth's 'Courses' webpages or at www.myport.ac.uk (and Search for '[How much are the fees for my course?](#)'). 2019/20 fees for continuing students are available at www.myport.ac.uk (and Search for '[How much are the fees for my course?](#)'). Alternatively, students can contact tuition.fees@port.ac.uk, or telephone +44 (0)23 9284 5259 for information on 2019/20 tuition fees. The University of Portsmouth's Tuition Fee Policy, outlining the terms and conditions of settling tuition fees, can be found at www.myport.ac.uk (and Search for '[Tuition Fee Policy](#)').

2.2. Course entry qualifications

If new students do not satisfy the University's requirement for producing evidence of their qualifications permitting them to study at the University of Portsmouth, either prior to or shortly after registering on to their course, they will be excluded from the University.

2.3. Term-time address

If new or continuing students do not provide complete, accurate and up-to-date term-time address details they will be excluded from the University.

2.4. Criminal convictions

If new or continuing students do not provide a response to the request for information regarding criminal convictions they will be excluded from the University.

Students who are registered on a professional course may be prevented from going on placement until they have been cleared to do so by the Criminal Convictions Panel of the University.

3. Exclusion notifications

The exclusion process will be initiated by a **Withdrawal of Services Notification** being issued and will result in the immediate action:

3.1. Withdrawal of services

- Withdrawal of student's status in the Student and Course Management System.
- Withdrawal of University services such as IT and Library facilities.

A student under the withdrawal of services must continue to attend and submit work as normal during this period. This is in anticipation that a student's services will be quickly restored to normal. Nevertheless, work will not be marked unless and until the withdrawal of services is lifted.

In the case of electronic assessments:

- The withdrawal of services can be temporarily lifted to enable the student to undertake an electronic assessment or submit an assessment electronically whilst the withdrawal of services period is in force. To enable the withdrawal of services to be temporarily lifted, the student will have to contact his/her home Department to make these arrangements.

Once the assessment is submitted, the withdrawal of services will be re-invoked until the unresolved matter is settled. The work will not be marked nor the mark entered into the Student and Course Management System, unless and until the withdrawal of services is lifted, at which point no penalty will be applied to the mark.

3.2. Restoration of services

If the shortcomings are rectified within the withdrawal of services period, the student's 'withdrawn' status on the Student and Course Management System will be restored to 'registered' and services reinstated. Students will receive a **Restore of Services Notification**. Otherwise exclusion will be applied.

3.3. Exclusion

If exclusion is enacted students will receive an **Exclusion Notification**, informing them that they have been excluded from the University of Portsmouth.

Exclusion means that an individual will cease to be a student of the University of Portsmouth. Re-entry to the University in this academic year will not be permitted. Should an individual wish to continue their studies at the University of Portsmouth, they would need to settle any outstanding tuition fee and reapply through Admissions for the next academic year.

If an international Tier 4 student is excluded the Tier 4 Student Compliance Team will report this to the UK Visa and Immigration stating that the student is no longer being educationally sponsored by the University. As a result of this the student's visa/BRP will be curtailed and the student must return to their home country.

The University will seek settlement of any tuition fee debt up to the withdrawal of services date. Tuition fees will be reduced in line with our Tuition Fee Policy to reflect the period of time an individual was registered as a student. Overpayment of fees will be refunded in line with the University's Tuition Fee Policy (see www.myport.ac.uk and search for '[Tuition Fee Policy](#)' for details).

Excluded students have the right to make an appeal (see section 5).

4. Withdrawal of services and exclusion dates

The withdrawal of services and exclusion notifications for some events have scheduled dates. These are: course entry qualifications, term-time address and criminal conviction checks.

Students can only be placed on a specific type of withdrawal of services once, any recurrence of the same default will result in direct exclusion e.g. repeat defaults in the settlement of tuition fees will result in direct exclusions. However, students can be placed on multiple withdrawal of services types e.g. course entry qualifications and term-time address.

The University reserves the right to omit the withdrawal of services process where there is actual or potential conflict which the policy or process as prescribed by its own or other relevant organisation and move directly to exclusion from the University.

The withdrawal of services and exclusion dates are listed below. Other events, such as settlement of tuition fees, have deadline dates that are more pertinent to individual students.

4.1. Term-time address checks

September/October 2019 intake students

The final dates for providing evidence whereby a:

- Withdrawal of Services Notification will be issued and result in the immediate withdrawal of services is 16 October 2019.
- Exclusion Notifications will be issued to students still in breach of providing this information on 23 October 2019.

January/February intake students

The final dates for providing evidence whereby a:

- Withdrawal of Services Notification will be issued and result in the immediate withdrawal of services is 12 February 2020
- Exclusion Notifications will be issued to students still in breach of providing this information on 19 February 2020.

4.2. Course entry qualifications and criminal conviction checks

September/October 2019 intake students

The final dates for providing evidence whereby a:

- Withdrawal of Services Notification will be issued and result in the immediate withdrawal of services is 23 October 2019.
- Exclusion Notifications will be issued to students still in breach of providing this information on 20 November 2019.

January/February intake students

The final dates for providing evidence whereby a:

- Withdrawal of Services Notification will be issued and result in the immediate withdrawal of services is 12 February 2020.
- Exclusion Notifications will be issued to students still in breach of providing this information on 12 March 2020.

5. Appeals

Excluded students may appeal in writing by email to exclusionappeals@port.ac.uk for the lifting of the exclusion. Any such appeal must be received within 20 working days after the exclusion has occurred and must include the excluded student's full name, Student Record ID number, and reason for the appeal stating which grounds have been met.

The appeal will be considered and concluded within ten working days of receipt under normal circumstances. If further information is requested from students this must be submitted within five working days of request. If this information is not provided it may lead to the appeal being terminated as unsuccessful.

An appeal will only be considered if all of the conditions of being a fully registered student of the University have been satisfied, including the one in default. See the Introduction section for a list of these conditions. An appeal will only be successful if it can establish that it meets, through the provision of an appropriate argument and supporting evidence, one of the following grounds for appeal, which are:

- There has been a material administrative error, or
- The decision is perverse by reference to the evidence available, or
- There is information, previously not available for a good and acceptable reason, which might reasonably be considered to have affected the University's decision to exclude the student if it had been known to the University at the time that decision was made. However, the University will expect the Extenuating Circumstances procedure to have been followed, if appropriate, and where students have been unable to use this process, there are sound and acceptable reasons for these circumstances.

- The tuition fee has been settled in full and the Head of Department considers that it is still academically viable for the student to resume studies in this academic year (applicable for tuition fee exclusions only).
- The relevant documentation has now been provided (applicable for qualifications, term-time address and criminal convictions only).

In circumstances when an appeal is successful but the Head of Department deems that it is not academically viable for the student to resume studies in this academic year, the student will be given the option to interrupt their studies or withdraw from the course.

For International students appealing against an exclusion decision, this will be agreed with the Tier 4 Student Compliance Team who will, in the event of the student being re-instated, retract the original report to the UK Visas and Immigration.