BLOOMSBURY INSTITUTE LONDON

Important information for Bloomsbury Institute Students

The Discontinuation of a Student's Registration Policy below is issued by Birkbeck, University of London, our awarding partner. As a validated partner institution, we follow Birkbeck's policy framework for students requesting an interruption.

If you are uncertain about:

- how any part of this policy applies to your course, or
- where to access the equivalent Bloomsbury Institute support,

please contact Academic.Administration@bil.ac.uk, who will be happy to advise you.

Our aim is to ensure you are fully supported should you need to take an interruption during your studies.

1. INTRODUCTION

1.1 This policy defines the procedure that must be followed in order for a student's registration to be discontinued in the following circumstances (**Note**: Discontinuation of a programme registration will result in withdrawal from the course of study):

- 1.1.1 Academic grounds (including unsatisfactory attendance)
- 1.1.2 Non-academic grounds (disciplinary, financial, attendance and engagement)

1.2 A student's registration may be discontinued at any stage of the year, on academic grounds, or non-academic grounds, including grounds of discipline or where the student is in debt to Birkbeck, University of London (hereafter referred to as 'the University' or 'Birkbeck').

1.3 A student who has had their registration discontinued will not be permitted to participate in any teaching, learning or assessment activities (including examinations) or use of Birkbeck facilities, effective from the date of discontinuation.

1.4 Students who have had their registration discontinued must submit a new application in order to continue with their studies. No student in debt to the University will be re-admitted or considered for a new course. The University reserves the right to not re-admit students who have had their registration previously had their registration discontinued.

2. DISCONTINUATION OF REGISTRATION OF A STUDENT ON ACADEMIC GROUNDS

2.1 The University's Regulations for Taught Programmes of Study and Regulations for the Degrees of MPhil and PhD provide that the registration of any student who fails to satisfy the assessment requirements of the programme may have their registration discontinued.

2.2 The University also reserves the right to discontinue the registration of a student on academic grounds other than failure in an assessment; any such discontinuation of registration must be made in accordance with the provisions of this policy.

2.3 Academic grounds, other than failure in an assessment, for consideration of discontinuation of registration of a student include the following: unsatisfactory academic progress, unsatisfactory attendance at prescribed lectures, seminars, classes, practical sessions or other prescribed activities as defined in programme documentation, failure to complete or submit required work by due dates or to satisfactory standards, failure to attend for prescribed tests or examinations, failure to comply with examination requirements or regulations.

2.4 Schools are responsible for ensuring that academic requirements to be met by students for normal satisfactory academic progress through the various stages of their programme of study are made known to students. Such academic requirements will be stated formally in writing and made available to students in the appropriate handbooks or other programme documentation.

2.5 Sub-Boards of Examiners (taught students) and School Research Student Committees (research students) are responsible for ensuring that each student's academic progress is reviewed annually and that a decision is made, in accordance with the appropriate University regulations, policies and procedures, as to whether progression to the next year of the programme of study will be offered or not. Such decisions will take into account the student's performance in prescribed assessments and other relevant academic grounds including attendance. Students not offered progression due to unsatisfactory academic progress including failure of modules will have their registration discontinued.

2.6 In the case of serious or persistent failure to meet academic requirements during the course of an academic year, the Programme Director or Head of School may issue to a student a written warning of failure to meet academic requirements. Such written warning under these provisions must provide at least a three-week period in which to attain specified academic requirements, in default of which the Head of School or Programme Director may recommend the discontinuation of registration of a student on academic grounds.

2.7 When a decision is made to discontinue a student's registration, the School will formally write to the student to inform them of the decision and will submit a request to amend the student's status via Registry.

2.8 Where a student wishes to appeal against a decision to discontinue registration based on academic grounds, then they should proceed according to the University's Policies and Procedures for Appeals for Taught Students or for Research Students as appropriate.

3. DISCONTINUATION OF REGISTRATION ON NON-ACADEMIC GROUNDS

DISCIPLINARY GROUNDS

3.1 Students subject to disciplinary procedures may have their registration suspended subject to disciplinary investigation or discontinued on the recommendation of a University Disciplinary Panel. Consideration of disciplinary matters and appeals will be conducted in line with procedures outlined in the Student Discipline Policy.

3.2 Cases of Assessment Offences which may lead to discontinuation of registration will be considered under the University's Policy on Academic Integrity and Misconduct.

FINANCIAL GROUNDS

3.3 The University reserves the right to discontinue the registration of any student who is in tuition fee debt to the University and has not met their tuition fee obligations as outlined in the University's Fees Policy.

3.4 Students will be given reasonable opportunity to make arrangements to pay any necessary tuition fee debt or establish arrangements to have tuition fee debts paid, including by student loan. Failure to meet specified payment deadlines will result in students' registration being discontinued.

3.5 The registration of any student who is in tuition fee debt to the University may be discontinued provided that:

- 3.5.1 The student has been informed by the appropriate officer, on behalf of the creditor, in writing of the payment due to the University and has been given reasonable notice of the date by which payment was due; and
- 3.5.2 The student has been informed in writing that failure to pay the outstanding tuition fee debt would lead to the discontinuation of registration of the student; and
- 3.5.3 The student has failed to pay the sum due by the due date.

3.6 In cases where a student's registration is discontinued on the basis of a tuition fee debt, the student will be formally notified in writing.

3.7 Any appeal against a discontinuation of registration on the basis of a tuition fee debt must be submitted in writing within 20 working days of the notification to the Director of Registry, who will consider the appeal. The Director of Registry's decision on the appeal will be final.

4. ATTENDANCE AND ENGAGEMENT GROUNDS

4.1 The University may also discontinue the registration of a student on a programme of study where it is identified that the student has little or no engagement with their programme. This can be in cases where applicants/students do not enrol, have very low attendance at their classes, or do not respond to communications from the University. Expectations around student attendance and engagement are outlined in full in the University's Student Engagement and Attendance policy.

4.2 Students whose registration is discontinued on this basis, who wish to return to studies will need to re-apply for their course in order to continue their programme.

POLICY REVIEW

- **Created**: June 2008
- **Latest update**: July 2024
- **Date of next review**: 2026-27 academic year
- **Owner**: Director of Registry
- **SLT owner**: DVC Education and Student Experience