

ORDINANCE 18

SUSPENSION AND TERMINATION OF REGISTRATION OF STUDENTS IN DEBT

DEFINITIONS

In this Ordinance:

'termination of registration' means expulsion from the University.

'suspension of registration' means the total prohibition on attendance at or access to the University and on any participation in activity of the University; but it may be subject to qualification, such as permission to attend for the purposes of an examination.

'Dean' means the Dean of the Central Academic Body to which the student in question has enrolled, being either: the Dean of the School of Advanced Study, or of the University of London Institute in Paris, or the Director in the case of the University Marine Biological Station, Millport or the Chief Executive in the case of the University of London International Academy.

'day' means a working day and excludes weekend days, public holidays and other days during which the offices of the University are not open for business.

SUSPENSION AND TERMINATION OF REGISTRATION OF STUDENTS IN DEBT

1. Any one of the Deans, acting in accordance with this Ordinance, may, at any time up to graduation, suspend or terminate the registration of any student who is in debt to the University.

PERSONS TO WHOM THIS PROCEDURE APPLIES

2. The procedure applies to students registered with the University who are in debt to the University or a College as a result of non-payment of fees, charges, fines or other monies.
3. The procedure does not apply to students or other persons registered at a College but not at the University.

CONDITIONAL AND PROVISIONAL REGISTRATION

4. If full registration or continued registration as a student is conditional on a fee being paid in advance and the fee has not been paid by the due date, registration shall automatically lapse on such due date without further notice.

INITIAL RESOLUTION

5. If a student is in debt to the University, the University shall take appropriate steps to recover the sums due, including sending a letter to the student in question warning:
 - 5.1 that a debt can lead to suspension or termination of registration; and
 - 5.2 of the consequences of such suspension or termination.
6. The student in question shall be given an opportunity to explain any extenuating reasons for the debt.

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REQUEST FOR SUSPENSION OR TERMINATION OF REGISTRATION

7. Recommendations for the suspension or termination of registration of a student who is in debt shall be made to the Dean. The recommendation shall be supported by evidence that a debt exists, the reason for the debt, the amount, the steps taken for recovery, any sanctions that have been applied, any such other information as shall satisfy the Dean that the named student is in debt for the stated amount and a statement that the appropriate steps under paragraphs 5 and 6 of this Ordinance have been taken for its recovery. Serious cases of debt include ones where the debt is large, has been unpaid for a significant time or where there are no extenuating circumstances.
8. A recommendation for suspension of registration shall be accompanied by recommendations for the imposition of conditions that must be satisfied before the suspension is lifted. These shall normally include a requirement that the outstanding debt be paid in full and may include undertakings to be given about future payments or other matters. Recommendations for termination of registration will only be made in serious cases of debt.
9. The Dean shall arrange for the student to be informed of the recommendations and to be invited to submit any comments within a period of not less than five days.

ACTION BY THE DEAN

10. In the light of any comments received from the student, the Dean may request additional information and may interview the student. The Dean shall then decide either to approve the recommendation for suspension or termination, to vary the terms of the suspension, or to reject it.
11. The Dean shall arrange for the student, the Director of Finance and Estates, the Chief Operating Officer and University Secretary, and other appropriate persons (e.g. in the College or Central Academic Body) to be informed of the decision.

LIST OF PERSONS WHOSE REGISTRATION IS SUSPENDED OR TERMINATED

12. The Chief Operating Officer and University Secretary shall maintain a list of persons whose registration is suspended or has been terminated. The list shall be open to Heads and other appropriate officers of Colleges and Central Academic Bodies and may be circulated to them.
13. Persons on the list shall not be eligible to register for a course of study leading to a degree or other award of the University.
14. Subject to the provisions of the Data Protection Act, no information on examination performance shall be given to persons on the list.

LIFTING OF SUSPENSION

15. Suspension of registration shall be lifted if the conditions laid down at the time of the suspension are fulfilled. Registration will again become active provided the person complies with all other conditions relating to registration in force at the time the suspension is lifted.

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16. Registration that has been suspended for two calendar years shall automatically be terminated and paragraph 17 shall apply to any subsequent request for readmission.

READMISSION AFTER EXPULSION

17. The Dean may exceptionally permit the re-registration of a person whose registration has been terminated under this procedure, but only if the debt has been paid in full, and if the Dean has received the undertakings he/she requires about future payments and any other matter.

OTHER ACTION TO RECOVER A DEBT

18. Action for recovery of a debt (including legal action) may be pursued separately and continue or commence before, during or after the procedure set out above is followed.
19. The Chief Operating Officer and University Secretary may be consulted about academic sanctions that can be applied before or after entry to the last examination. Sanctions may include exclusion from an examination and withholding (subject to the provisions of the Data Protection Act) the results of examinations or notice of the award of a degree.
20. Other sanctions may be imposed on a student who is in debt to the University such as exclusion from premises or services, or proceedings for repossession of residential accommodation, especially if continued access would increase the debt. The Dean shall be informed of any sanctions and of the progress of other action or change in circumstances when a recommendation for suspension or termination of registration has been made, and in particular if the outstanding debt is cleared.

APPEALS

21. Any appeal by a student against the Dean's action under these provisions shall be submitted in writing to the Vice-Chancellor within 10 days of the notification of the Dean's decision being sent to the Student.
22. The Vice-Chancellor shall consider the appeal and the action taken by the Dean. The Vice-Chancellor shall either rescind the Dean's decision with or without conditions or confirm the decision.
23. The Vice-Chancellor shall arrange for the Dean and the Student to be informed of his/her decision within 10 days of it being made.

THE OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HIGHER EDUCATION

24. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Chief Operating Officer and University Secretary, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, Fifth Floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.