

## Section 26 Presumed withdrawal: policy and procedure

### 26.1 Purpose

- 26.1.1 The purpose of the presumed withdrawal procedure is to confirm the process for the withdrawal of students from studies at the University where the School has reason to believe that a student has not been in attendance of their programme.

### 26.2 Scope

- 26.2.1 This policy applies to students enrolled on programmes for assessments delivered in whole by the University, or in whole or part by a franchise partner institution (franchise provision).
- 26.2.2 The equivalent procedure to be followed in relation to programmes delivered by a validated partner organisation (validated provision) will be set out in the programme documentation provided by the partner.

### 26.3 Presumed withdrawal procedure

- 26.3.1 If the University has reason to believe that a student has not been attending, the Associate Head and/or the Programme Administration and Support Service (PASS) may recommend to Registry that the student is withdrawn using the 'Notification of Presumed Withdrawal' form.
- 26.3.2 Registry will contact the student to ascertain their intentions giving a deadline by which to respond (normally **10 days** from the date of the email).
- 26.3.3 If the student does not reply within the specified time period, the student will be deemed to have withdrawn and the student's enrolment will end.
- 26.3.4 Registry will process the withdrawal from studies from the University and notify the Student Loans Company or other funding body in writing, confirming the last known date of attendance.
- 26.3.5 For sponsored students on a Student Visa the presumed withdrawal procedure cannot be followed. Visa holding students will be withdrawn from their studies following the 'Withdrawal Procedure' where consecutive non-attendance has been raised as a concern as a result of the 'Student Attendance Policy' (refer to [section 25](#)).
- 26.3.6 If the student responds to confirm that they do intend to carry on with their studies, the School must invite the student to attend a Support to Study Phase 2 meeting to discuss their lack of attendance (refer to [section 27](#)).