

Maryvale Institute



Registration Policy including the Policy and Procedure for the Suspension or Termination of Student Registration

Registration

Students on Maryvale HE awards are registered with the relevant validating body associated with each programme; be that the Faculté Notre Dame or The Open University. Student names and contact details are submitted to the validating body solely for the purposes of recording student details and progression information (see Maryvale Institute Privacy Statement <https://www.maryvale.ac.uk/site/files/downloads/MIPrivacyStatementJan21.pdf>). Student consent is sought for this sharing of their information with the validating body for this purpose. Under normal circumstances students will not be contacted directly by the validating body.

1. Registration period

- 1.1. The minimum period expected for completion of a part time undergraduate courses is 5 years; the maximum is 8 years.
- 1.2. The minimum period expected for completion of a part time postgraduate courses is 30 months; the maximum is 5 years.
- 1.3. The period of registration may be extended if:
 - 1.3.1. the student has had to resit or repeat a part of their programme of study;
 - 1.3.2. the student has been unable to study or complete a year of study due to extenuating circumstances;
 - 1.3.3. the student has been given permission to take a study break.
- 1.4. A student's registration may be terminated if the student has:
 - 1.4.1. committed a serious disciplinary offence or has been deemed as unfit to study
 - 1.4.2. exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage;
 - 1.4.3. formally notified the institution that they wish to discontinue their studies and so withdraw from the programme.
 - 1.4.4. failed to comply with their financial commitment to the Institute.

Maryvale Institute



Policy and Procedure for the Suspension or Termination of Student Registration

1. Maryvale Institute reserves the right to suspend and/or terminate the registration of a student on academic or disciplinary grounds or where a student fails to fulfil his/her financial obligations to the Institute.
2. Suspension or termination of registration may only be invoked by the Academic Dean. The Dean may make this decision on the recommendation of the relevant Programme Director. In the case of HIRS programmes the decision will be referred to the HIRS Council.
3. The decision to suspend or terminate registration will be taken only after careful consideration and a period of consultation and counselling between the student and the Programme Director.
4. In all cases the student will be advised of the decision to suspend or terminate his/her registration in writing by the Academic Registrar, with the agreement of the Academic Dean or the HIRS Council.
5. **Academic grounds**
 - 5.1. Every student has the right to resubmit failed work once. On resubmission the highest grade that can be achieved is a pass. Second failure of an assessed piece of work is likely to result in termination of student registration and removal from the programme.
 - 5.2. Further resubmissions in the case of students studying for credits and awards, up to and including level 6, are at the discretion of the Programme Director in discussion with the relevant Assessment and Examinations Board.
6. **Disciplinary/misconduct grounds**
 - 6.1. The definitions of misconduct and subsequent disciplinary actions can be found in the Institute Disciplinary policy [Disciplinary Policy](#).
 - 6.2. Suspension or termination on disciplinary grounds may include repeated failure to attend study sessions, or repeated failure to submit work to agreed deadlines. In these cases the student will be offered two opportunities in writing to explain and/or rectify the situation, four weeks apart. Failure to respond to the first opportunity will result in suspension of registration. Failure to respond to the second opportunity will

result in a recommendation of termination of registration by the Programme Director to the Academic Dean or the HIRS Council.

- 6.3. In the case of gross misconduct, suspension will be immediate until the case can be considered by the Student Disciplinary Committee. Suspension is highly likely to result in termination of student registration.

7. Financial grounds

- 7.1. Students are not allowed to participate in a programme or receive learning materials without payment of required fees. In the case of ongoing failure of the student to comply with financial agreements as set out in [the Policy for the Payment of fees](#) the student will receive two warnings from the Finance department, four weeks apart.
- 7.2. Failure to respond to the first warning will result in suspension of registration and the Programme Director will be made aware of the situation.
- 7.3. Failure to respond to the second warning will result in a recommendation of termination of registration by the Finance Controller to the Academic Dean and the Academic Registrar.

8. Appeals against suspension or termination

Students may appeal against the decision to suspend or terminate registration using the Institute appeals procedures as set out in [the Academic Appeals policy](#).

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