

Codicil to the Common Assessment Regulations

Issued: 25 March 2024

Extraordinary measures to manage the withdrawal of international students

1. Introduction

- 1.1 This codicil sets out temporary measures for the awarding of credit or interim awards to international students who have been permanently withdrawn from the University due to non-payment of fees or other debts to the University.
- 1.2 It applies to all international students who were or are permanently withdrawn due to non-payment of the second fee instalment to the University, and have completed and passed credit-bearing assessment prior to withdrawal.
- 1.3 It does not apply to any international student who was withdrawn for non-payment of the first fee instalment.
- 1.4 Whilst credit may be awarded, transcripts or certificates will be withheld where the student remains a debtor to the University.
- 1.5 Withdrawn students who are awarded interim awards may not attend graduation ceremonies to receive this award.
- 1.6 It applies to the academic year 2023/24 only.

2. Requirements

- 2.1 All Boards of Examiners must be provided with this Codicil.
- 2.2 Boards of Examiners will consider the academic profile of any student eligible to be considered under this codicil.
- 2.3 Credit can be awarded for any credit-bearing assessments completed and passed prior to the date of withdrawal where the module as a whole has been passed.
- 2.4 Credit cannot be awarded where only one element or sub-element has been passed and there is more than one element or sub-element on the module.
- 2.5 Where the student has completed sufficient credit prior to the date of withdrawal they may be awarded the relevant interim award in line with Quality Handbook Sections A-C: Common Assessment Regulations.
- 2.6 Credit should not be awarded for any credit-bearing assessments completed after the date of withdrawal.