Please find details of changes to the University Regulations ahead of your study in 2018/19

Deletions shown ~~struck through~~ and new text shown in **bold underlined**

Please note: This is a working document and will be updated throughout the Academic year.

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**Regulation A.1 Visa and Immigration**

In line with the University’s ongoing regulations review the regulation regarding Student Visa and Immigration compliance has been rewritten according to the University’s Plain English guidance.

**Old Version**

**REGULATION 6: VISAS AND IMMIGRATION**

**1.** Students are required to have an immigration status which allows for study in the UK. Students who do not have this requirement may be permitted to undertake a course of study at the discretion of the University. Students are required to present evidence to the University at enrolment and at any other time requested by the University for which prior notice will be given.

**2.** Students who have immigration permission sponsored by the University to study in the UK are required to reside within a reasonable travelling distance to the University in order to fully participate in their programme of study.

**3.** Any person undertaking a period of study at the University (including staff) must comply with the UK Immigration rules for the entire period of study.

**4.** The designated UKVI ‘Authorising Officer’ at Keele University has the ultimate responsibility for who is sponsored and ensures that the University (Students and Staff) complies with United Kingdom Immigration Law, upholding the requirements set out under the Sponsor Guidance.

**5.** For those Students who require sponsorship by the University to study in the UK, they will be expected to evidence that they are suitable for and have the ability to fund their studies in the UK, this may include paying a proportion of their tuition fee for the next or current academic year (as deemed appropriate) before sponsorship is confirmed.

**6.** The length of sponsorship will be determined by the University upon admission for the expected standard duration of the course upon point of entry. Undergraduate students undertaking a repeat year in full (with full time attendance) will be considered for an extension of Tier 4 sponsorship. Additionally current Postgraduate Research (PhD) students will be considered for a maximum extension of 6 months. All other extensions will not be considered and any additional period of sponsorship will only be given at the discretion of the University.

Students where by it is deemed necessary for them to return to the University to complete their studies (who are not sponsored under Tier 4 may be supported on a Short Term Study Visa, subject to the UK Home Office requirements for this Visa type.

**7.** Students who request to be sponsored under the Tier 1 Graduate Entrepreneur or the Tier 4 Doctorate Extension Scheme (DES) must meet the requirements set by the University and the UK Home Office if the University chooses to participate in these schemes. Therefore, there is no guarantee automatic sponsorship and is at the discretion of the University.

**8.** Students who require sponsorship by the University to study in the UK whereby the University has reason to believe that the student would fall under the UK Home Office ‘General grounds’ for refusal (Part 9 of the UK Immigration Rules), will not be sponsored unless the student can provide independently verifiable evidence to the contrary.

**9.** Students are required to respond to correspondence from the University immediately and within the time frame specified with regards to their immigration status and visa. In the first instance this will be sent to their Keele University email account.

**Appeals concerning denial of sponsorship**

**10.** Students who are denied sponsorship under regulations 1A2.4, 1B2.4, 1C2.4, 1F2.4, 1G2.4, 2A2.4, 2B2.4, 2C2.4, 2D2.3, 6.5, 6.6, 6.7 and 6.8 may be eligible to appeal against the decision on the grounds of procedural irregularity in determining the grounds for denial of sponsorship.

**10.1** Appeals concerning denial of sponsorship should be submitted to the Head of Planning & Admissions within 5 calendar days of the student being informed that they will not be sponsored.

**10.2** The Head of Planning & Admissions will consider the appeal and inform the appellant of their decision and the outcome of their appeal within 15 working days.

**UK Home Office Requirements and Cancellation of Visas**

**11.** In accordance with UK Home Office requirements for students who are sponsored on a Tier 4 Visa, a student will be reported to the UK Home Office, resulting in a cancellation of their visa on the following grounds:

**11.1** Students who are withdrawn from the University.

**11.2** Students who Interrupt their studies and undertake a Leave of Absence under the provisions of Regulation 10 and the University’s leave of Absence Policy and Procedures. Students returning from a Leave of Absence will be required to successfully apply for and obtain a new visa before returning to the University.

**11.3.** Students who complete their programme of study earlier than the expected end date stated on their Confirmation of Acceptance for Study (CAS) will be reported to the UK Home Office for early completion.

**11.4** Students who change their Immigration status and/or course will be reported and may no longer be sponsored by the University under Tier 4.

**11.5** Students who do not have a valid in date Academic Technology Approval Scheme (ATAS) Certificate.

**12.** In accordance with UK Home Office requirements a student can be withdrawn from the University. For a student on a Tier 4 Visa they will be reported to the UK Home Office, resulting in the cancellation of their visa to study and be in the UK.  Withdrawal can be for any one of the following grounds:

**12.1** Failure to provide a valid passport, visa, Academic Technology Approval Scheme (ATAS) Certificate and any other documentation as required by the University for inspection upon enrolment and at any other time requested by the University for which prior notice will be given.

**12.2** Failure to engage with the University on ten consecutive expected engagements, which may include:

Compulsory classes and/or supervisory meetings

* Non-compulsory lectures, classes, tutorials, seminars, lab sessions and supervisory meetings
* University examinations
* Assessment submissions
* Face-to-face meeting with staff from Student Support and Development Services or Student and Academic Services, personal tutors, supervisors, Heads of School or their nominee, for which prior notice will have been given.
* Tier 4 Checkpoint events and enrolment
* Meetings convened by the University’s Immigration Compliance team.

This is not an exhaustive list and students must also attend all learning, teaching and administrative events connected with their programme of study. Students must adhere to regulation 6.2 and therefore cannot use their travelling distance to the University as a reason for their ability to not engage with their studies.

**12.3** Students who are found by the University, or the University has been informed by the UK Home Office to be in breach of their immigration conditions, for example working over their   number of permitted hours per week as set out in students’ individual visas, can be withdrawn from the University and will be reported to the UK Home Office.

**12.4** A student may also be withdrawn if:

i) The student cannot evidence that they have permission to study in the UK or;

ii) The UKVI have informed the University that a student does not have permission to study or;

iii) The UKVI have made a legitimate request that the University withdraw a student.

**Appeals concerning potential cancellation of visas**

**13.** Students who are withdrawn under regulation 6.12 may be eligible to appeal against the decision on the grounds of procedural irregularity in determining the grounds for withdrawal.

**13.1** Appeals should be submitted to the Head of Academic Quality and Student Conduct within 5 calendar days of the notification of withdrawal.

**13.2** Head of Academic Quality and Student Conduct will consider the appeal and inform the appellant of their decision within 5 working days.

**Grievances against appeal decisions**

**14.** Following exhaustion of the appeals procedure set out in regulation 6.10 and 6.13, a student may submit a grievance to the University Council under the terms provided for by Statute 17(22). Grievances must be submitted within 14 calendar days of the letter informing the student of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can only be made on the grounds of procedural irregularity in the conduct of the appeal.

**15.** Students must comply with the requirements of the UK Home Office and will not be sponsored pending the outcome of a grievance.

**New Version**

**1. Definitions**

**1.1** Programme (of Study): This is the course or degree you are studying.

**1.2** Procedural Irregularity: Where university procedures have not be followed (correctly).

**2. Visa and Immigration Compliance and Sponsorship**

**2.1** Your immigration status must allow you to study in the UK; if it does not then you may only be able to study if the UK Home Office (UKVI) gives you discretion to do so. You must provide evidence of your immigration status to a member of the Immigration Compliance team or their representative at enrolment and at any other time requested by us. You will be told in advance of these times.

**2.2** You must live within a reasonable travelling distance of the University if we sponsor your study. Travelling distance is not an acceptable reason for failing to engage with your studies

**2.3** You must comply with all UK Immigration rules for the length of your Visa and while enrolled at Keele University.

**2.4** Our designated UKVI ‘Authorising Officer’ is responsible for students sponsored by the University. They must ensure that students and staff comply with United Kingdom Immigration Law, and meet the requirements set out in the UKVI Sponsor Guidance.

**2.5** If you need to be sponsored by Keele University to study in the UK, you must provide evidence that you are suitable for and able to fund your studies. You might have to pay a proportion of your tuition fee for the next or current academic year (as appropriate) before your sponsorship is confirmed.

**2.6** We will sponsor you for your expected period of study, this is set when you are admitted. You can be considered for an extension of Tier 4 sponsorship if:

**(a)** you change your programme of study and need a longer Visa to complete the new programme. You may have to apply for this from outside the UK;

**(b)** you need to repeat a whole year of undergraduate study (with full time attendance);

**(c)** you are a Postgraduate Research (PhD) student who needs longer to complete your studies. (You may be given a maximum of 6 additional calendar months)

No other extensions will be considered.

The request of an extension does not automatically guarantee Tier 4 sponsorship. Requests are subject to the UKVI requirements and are granted at the discretion of the University.

If you need to return to the University to complete your studies outside of your Tier 4 sponsorship period, you may be supported on a Short Term Study Visa (subject to the UKVI requirements).

**2.7** To be sponsored under the Tier 1 Graduate Entrepreneur or the Tier 4 Doctorate Extension Scheme (DES) you must meet the requirements set by the University and the UK Home Office. Sponsorship is given at the discretion of the University and there is no guarantee of automatic sponsorship under these schemes, if the University is involved in them.

**2.8** The University will not sponsor a student who is or has been an overstayer in the UK or may fall under the ‘general grounds’ for refusal (Part 9 of the UK Immigration Rules). It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

**2.9** You must respond to communication from the University promptly and within the time frame specified. Communications about your immigration status and visa will be sent to your Keele University email account in the first instance.

**3. Appeals concerning denial of sponsorship**

**3.1** You can appeal the decision to deny your sponsorship if there is evidence of procedural irregularity during the decision making process. See paragraphs 1.6, 1.7, 1.8 above, and regulations C3.2.4 Bachelors Degree, C4.2.4 Intercalated Bachelors Degrees, C6.2.4 Integrated Masters Degrees, C5.2.4 Medical Bachelors Degrees, C7.2.4 Taught Postgraduate Degrees, C8.2.4 Graduate Certificate and Graduate Diplomas, C9.2.4 Professional Doctorates, and C10.2.4 Research Degrees.

**3.2** You must submit your appeal to the Head of Planning & Admissions within 5 calendar days of being informed that you will not be sponsored.

**3.3**  The Head of Planning & Admissions will decide the result of your appeal and inform you of this decision within 15 working days. This communication will be sent to the email address you provided with your appeal.

**4. UK Home Office Requirements and Cancellation of Visas**

**4.1** You will be reported to the UK Home Office, resulting in a cancellation of your visa, if:

**(a)** you are withdrawn from the University;

**(b)** you take a Leave of Absence (Regulation B4) Students returning from a Leave of Absence must get a new visa before returning to the University;

**(c)** you complete your studies earlier than the expected end date stated on your Confirmation of Acceptance for Study (CAS). This will be reported to the UK Home Office as early completion;

**(d)** you change your Immigration status and/or programme of study and are consequently no longer eligible for University sponsorship under Tier 4; or

**(e)** you do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate.

**4.2** Students with a Tier 4 Visa will be reported to the UK Home Office if they are withdrawn from the University. This will cancel your visa to study and your right to be in the UK. You will be withdrawn if:

**(a)** you fail to provide a valid passport, visa, Academic Technology Approval Scheme (ATAS) Certificate or any other documentation when required by the University for inspection at enrolment, or at any other time requested by us. You will be told in advance of these times;

**(b)** you fail to engage with the University on ten consecutive expected engagements. These include:

i. Compulsory classes and/or supervisory meetings;

ii.Non-compulsory lectures, classes, tutorials, seminars, lab sessions and supervisory meetings;

iii.University examinations;

iv.Assessment submissions;

v. Face-to-face meeting with staff from Student and Academic Services, personal tutors, supervisors, Heads of School or their nominee. You will be told in advance when these meeting will take place;

vi.International Student Checkpoint events and enrolment; and

vii.Meetings convened by the University’s Immigration Compliance team, or their representative.

(This is not a complete list. You must attend all learning, teaching and administrative events for your programme. Travelling distance is not an acceptable reason for failing to engage with your studies, see 2.2 above);

**(c)** the University finds, or the University is informed by the UK Home Office, that you  have breached your immigration conditions. For example, working more than the number of permitted hours per week as set out by your visa;

**(d)** you have not corrected an error in your Visa (for example, incorrect permission and/or working rights);

**(e)** you cannot prove you have permission to study in the UK;

**(f)** the UKVI informs the University that you do not have permission to study; or

**(g)** the UKVI make a legitimate request that the University withdraws you.

**5. Appeals concerning potential cancellation of visas**

**5.1** You can appeal against the University’s decision to withdraw you if there is evidence of procedural irregularity in the decision making process.

**5.2** You must submit your appeal to the Head of Academic Quality and Student Conduct within 5 calendar days of being told you will be withdrawn.

**5.3** The Head of Academic Quality and Student Conduct will decide the result of your appeal and inform you of this decision within 5 working days. This communication will be sent to the email address you provided with your appeal.

**6. Grievances against appeal decisions**

**6.1** Once you have completed the appeals procedure you can submit a grievance to the University Council. You can submit a grievance about the result of your appeal if there is evidence of procedural irregularity in the conduct of the appeal process.

**6.2** You must submit the grievance in writing to the Secretary to Council within 14 calendar days of receiving the outcome of your appeal.

**6.3** Students must comply with the requirements of the UK Home Office and will not be sponsored during the grievance proceedings.

**New Version**

**1. Definitions**

**1.1** Programme (of Study): This is the course or degree you are studying.

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**2.1** Your immigration status must allow you to study in the UK; if it does not then you may only be able to study if the UK Home Office (UKVI) gives you discretion to do so. You must provide evidence of your immigration status to a member of the Immigration Compliance team or their representative at enrolment and at any other time requested by us. You will be told in advance of these times.

**2.2** You must live within a reasonable travelling distance of the University if we sponsor your study. Travelling distance is not an acceptable reason for failing to engage with your studies

**2.3** You must comply with all UK Immigration rules for the length of your Visa and while enrolled at Keele University.

**2.4** Our designated UKVI ‘Authorising Officer’ is responsible for students sponsored by the University. They must ensure that students and staff comply with United Kingdom Immigration Law, and meet the requirements set out in the UKVI Sponsor Guidance.

**2.5** If you need to be sponsored by Keele University to study in the UK, you must provide evidence that you are suitable for and able to fund your studies. You might have to pay a proportion of your tuition fee for the next or current academic year (as appropriate) before your sponsorship is confirmed.

**2.6** We will sponsor you for your expected period of study, this is set when you are admitted. You can be considered for an extension of Tier 4 sponsorship if:

**(a)** you change your programme of study and need a longer Visa to complete the new programme. You may have to apply for this from outside the UK;

**(b)** you need to repeat a whole year of undergraduate study (with full time attendance);

**(c)** you are a Postgraduate Research (PhD) student who needs longer to complete your studies. (You may be given a maximum of 6 additional calendar months)

No other extensions will be considered.

The request of an extension does not automatically guarantee Tier 4 sponsorship. Requests are subject to the UKVI requirements and are granted at the discretion of the University.

If you need to return to the University to complete your studies outside of your Tier 4 sponsorship period, you may be supported on a Short Term Study Visa (subject to the UKVI requirements).

**2.7** To be sponsored under the Tier 1 Graduate Entrepreneur or the Tier 4 Doctorate Extension Scheme (DES) you must meet the requirements set by the University and the UK Home Office. Sponsorship is given at the discretion of the University and there is no guarantee of automatic sponsorship under these schemes, if the University is involved in them.

**2.8** The University will not sponsor a student who is or has been an overstayer in the UK or may fall under the ‘general grounds’ for refusal (Part 9 of the UK Immigration Rules). It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

**2.9** You must respond to communication from the University promptly and within the time frame specified. Communications about your immigration status and visa will be sent to your Keele University email account in the first instance.

**3. Appeals concerning denial of sponsorship**

**3.1** You can appeal the decision to deny your sponsorship if there is evidence of procedural irregularity during the decision making process. See paragraphs 1.6, 1.7, 1.8 above, and regulations C3.2.4 Bachelors Degree, C4.2.4 Intercalated Bachelors Degrees, C6.2.4 Integrated Masters Degrees, C5.2.4 Medical Bachelors Degrees, C7.2.4 Taught Postgraduate Degrees, C8.2.4 Graduate Certificate and Graduate Diplomas, C9.2.4 Professional Doctorates, and C10.2.4 Research Degrees.

**3.2** You must submit your appeal to the Head of Planning & Admissions within 5 calendar days of being informed that you will not be sponsored.

**3.3**  The Head of Planning & Admissions will decide the result of your appeal and inform you of this decision within 15 working days. This communication will be sent to the email address you provided with your appeal.

**4. UK Home Office Requirements and Cancellation of Visas**

**4.1** You will be reported to the UK Home Office, resulting in a cancellation of your visa, if:

**(a)** you are withdrawn from the University;

**(b)** you take a Leave of Absence (Regulation B4) Students returning from a Leave of Absence must get a new visa before returning to the University;

**(c)** you complete your studies earlier than the expected end date stated on your Confirmation of Acceptance for Study (CAS). This will be reported to the UK Home Office as early completion;

**(d)** you change your Immigration status and/or programme of study and are consequently no longer eligible for University sponsorship under Tier 4; or

**(e)** you do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate.

**4.2** Students with a Tier 4 Visa will be reported to the UK Home Office if they are withdrawn from the University. This will cancel your visa to study and your right to be in the UK. You will be withdrawn if:

**(a)** you fail to provide a valid passport, visa, Academic Technology Approval Scheme (ATAS) Certificate or any other documentation when required by the University for inspection at enrolment, or at any other time requested by us. You will be told in advance of these times;

**(b)** you fail to engage with the University on ten consecutive expected engagements. These include:

i. Compulsory classes and/or supervisory meetings;

ii.Non-compulsory lectures, classes, tutorials, seminars, lab sessions and supervisory meetings;

iii.University examinations;

iv.Assessment submissions;

v. Face-to-face meeting with staff from Student and Academic Services, personal tutors, supervisors, Heads of School or their nominee. You will be told in advance when these meeting will take place;

vi.International Student Checkpoint events and enrolment; and

vii.Meetings convened by the University’s Immigration Compliance team, or their representative.

(This is not a complete list. You must attend all learning, teaching and administrative events for your programme. Travelling distance is not an acceptable reason for failing to engage with your studies, see 2.2 above);

**(c)** the University finds, or the University is informed by the UK Home Office, that you  have breached your immigration conditions. For example, working more than the number of permitted hours per week as set out by your visa;

**(d)** you have not corrected an error in your Visa (for example, incorrect permission and/or working rights);

**(e)** you cannot prove you have permission to study in the UK;

**(f)** the UKVI informs the University that you do not have permission to study; or

**(g)** the UKVI make a legitimate request that the University withdraws you.

**5. Appeals concerning potential cancellation of visas**

**5.1** You can appeal against the University’s decision to withdraw you if there is evidence of procedural irregularity in the decision making process.

**5.2** You must submit your appeal to the Head of Academic Quality and Student Conduct within 5 calendar days of being told you will be withdrawn.

**5.3** The Head of Academic Quality and Student Conduct will decide the result of your appeal and inform you of this decision within 5 working days. This communication will be sent to the email address you provided with your appeal.

**6. Grievances against appeal decisions**

**6.1** Once you have completed the appeals procedure you can submit a grievance to the University Council. You can submit a grievance about the result of your appeal if there is evidence of procedural irregularity in the conduct of the appeal process.

**6.2** You must submit the grievance in writing to the Secretary to Council within 14 calendar days of receiving the outcome of your appeal.

**6.3** Students must comply with the requirements of the UK Home Office and will not be sponsored during the grievance proceedings.

**Regulations B.1 Student Discipline**

To bring the regulations in line with the Academic Misconduct regulation approved by Senate in June 2018, details regarding the representation and support that students are entitled to during Discipline cases has been clarified.

**Available Support and Representation**

9.1 Students have the right to be accompanied to any formal disciplinary meetings**. This would normally be a member of staff, a current student, a member of the ASK (Advice and Support at Keele) Team, or an elected officer of the Keele University Students’ Union or Keele Postgraduate Association. The University has the discretion to accept other supporters where this is deemed necessary.** **The accompanying person may attend the whole meeting, even if the student is not present.** ~~normally by a member of the University. A member of the University is defined in Statute 2 as being a member of staff, a fellow student, a member of the ASK team or from another University support service, or an elected officer of the Students Union. Members of the University~~ ~~asked by the student to support and/or represent them may attend the whole meeting.~~ Notification of the names and status of the friend or representative must be given to the Authorised Officer and Chair of the Discipline Committee at least 24 hours in advance of the meeting.

**Regulation B.6 Academic Appeals**

In line with the University’s ongoing regulations review the regulation regarding Academic Appeals has been rewritten according to the University’s Plain English guidance. In addition, to bring the regulations in line with the Academic Misconduct regulation approved by Senate in June 2018, details regarding the representation and support that students are entitled to during Appeals cases has been clarified.

**Old Version**

**REGULATION 7: ACADEMIC APPEALS**

Any reference in this regulation to the Director of Student and Academic Services, Head of Department/School, or other named officer of the University shall be deemed to include reference to any person designated by that officer for the purpose. Any reference in these regulations to the Chair shall be deemed to include a reference to the Deputy Chair.

**1.** Academic appeals are appeals against:

**(a)** the recommendations to Senate of:

**(i)** Boards of Examiners properly constituted in accordance with University Regulation 9, and;

**(ii)** the Research Degrees Committee, properly constituted in accordance with Regulation 2D, sections 6 (Doctoral Progression), section 8 (Satisfactory work during each academic year) or section 11 (Award)

(b) action taken under the Policy on Academic Warnings covered under Regulations: 1A.9, 1B.9, 1C.9, 1F.8, 1G.9, 2A.9, 2B.9, 2C.10 (Appropriate engagement with studies).

Appeals in respect of (a.i) and (b) above may be made only on the grounds listed in 4 below. Appeals in respect of (a.ii) above may be made only on the grounds listed in 5 and 6 below.

**2.** Appeals against the academic judgement of examiners and/or of properly constituted Boards of Examiners (including for this purpose the Research Degrees Committee) are not permitted.

**All programmes of study apart from research degrees**

**3.** A student may appeal against:

**(a)** one or more of the following recommendations of a Board of Examiners:

**(i)** the mark awarded for any unit of assessment;

**(ii)** the overall outcome of a programme of study;

**(iii)** failure at any stage of the programme of study;

**(iv)** the decision of the Board of Examiners consequent upon failure.

**(b)** any action taken under the Policy on Academic Warnings.

**4.** Appeals may be made only on one or both of the following grounds:

**(i)** procedural irregularity in the conduct of the assessment or the academic warnings procedure;

**(ii)** exceptional circumstances, providing that these circumstances were not already considered by an Exceptional Circumstances  Panel, that these circumstances can be substantiated in accordance with University guidelines of admissible evidence, and that there is a reason deemed valid by the University for not notifying the relevant Exceptional Circumstances  Panel by the specified deadline in accordance with the relevant provisions of Regulation 13.

**Research Degrees**

**5.** For research degree students appealing against decisions made under Regulation 2D, section 6 (Doctoral Progression), section 8 (Satisfactory work during each academic year), or any other decision made by the Research Degrees Committee prior to submission of the thesis, appeals may be made only on one or more of the following grounds:

**(i)** procedural irregularities;

**(ii)**exceptional circumstances , providing that these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision, that these circumstances can be substantiated, and that there is a reason deemed valid by the University for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with the relevant provisions of Regulation 8:

**(iii)** inadequacy of supervision or facilities.

**6.** For research degree students appealing against decisions made under Regulation 2D section 11 (Award), appeals may be made only on one or more of the following grounds:

**(i)** procedural irregularities;

**(ii)**exceptional circumstances , providing that these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision, that these circumstances can be substantiated, and that there is a reason deemed valid by the University for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with the relevant provisions of Regulation 8.

Alleged inadequacy of supervisory or other arrangements during the period of study must be raised at the time, in accordance with procedures set out in the Code of Practice on Postgraduate Research Degrees, and do not constitute grounds for appeal following the submission of the thesis (appeals against decisions made under Regulation 2D section 11).

**Procedure for submission of an appeal**

**7.** A student who wishes to appeal must:

**(i)** where applicable inform the University of the intention to appeal by submitting an Intention to Appeal form before Senate confirms the decision of the Board of Examiners/Research Degrees Committee. Senate will then not confirm the Board/Committee's recommendation pending the outcome of the appeal; and

**(ii)** submit the full details of the appeal on the approved Appeal Form.

Undergraduate students and taught postgraduate students must submit an appeal no later than 10 calendar days from the official notification of either the decision of the Board of Examiners or actions taken under the Policy on Academic Warnings by the Head of School or Head of Student Records and Examinations.

Research Postgraduate students must submit an appeal no later than 28 calendar days from the official notification of the decision of the Research Degrees Committee.

In completing the form students must set out their case, provide supporting evidence and include a statement of the remedial action which they would like the University to consider in the event of a successful appeal. The student may also invite any other person to write a statement on their behalf to be appended to the appeal form.

**Sifting Stage**

**8.** Appeal cases will be considered in the first instance by the Head of Academic Quality and Student Conduct (or nominee) and a member of the University Academic Appeals Committee. This Sifting stage of the appeals process consists of an initial assessment of readily available documentation, to include the student submission, information on SCIMS, previously submitted exceptional circumstances, initial comments from the School or Service, as appropriate. Where such initial comments from the School or Service are going to be taken into consideration in the Sifting Stage, the student will be given the opportunity to respond to these comments before a decision is made. In cases where they deem the case to be straight forward and the evidence to be sufficiently compelling, the case may be referred back to the Board of Examiners for consideration with a recommendation to uphold the appeal. The final decision regarding the outcome of the appeal rests with the University Academic Appeals Committee. Where they deem that the case is more complex or requires further exploration of the evidence, the appeal shall be considered by the University Academic Appeals Committee. Where the Head of Academic Quality and Student Conduct and the member of the Academic Appeals Committee are of the view that based on the information available, no case exists, the student will be advised in writing, stating the reasons. In exceptional circumstances a student may be eligible to submit a grievance against the decision by following the provisions of 7.18 below.

**9.** Where in the case of an appeal against withdrawal it is deemed at the sifting stage that no case exists, the Head of Academic Quality and Student Conduct and a member of the Academic Appeals Committee may nevertheless and at their discretion refer the case to the University Academic Appeals Committee with a view to seek a means within the provisions of the academic regulations by which the student may remain a registered student of the University.

**Constitution of the University Academic Appeals Committee**

**10.** The Academic Appeals Committee shall be constituted as follows:

Three nominees of the Vice-Chancellor (one in the Chair and two to act as Deputy Chairs, each to be a member of a different faculty);

Three senior academic members of each faculty, nominated by the Dean of the Faculty;

The Committee shall be serviced by the Directorate of Student and Academic Services.

For a meeting of the Committee to be quorate, five of the thirteen members must be present, one of whom must be the Chair or Deputy Chair.

**Function and powers of the Academic Appeals Committee**

**11.** The functions of the Academic Appeals Committee shall be:

**(i)** to consider and investigate academic appeals by students;

**(ii)** to act on behalf of the Vice-Chancellor and the Senate in making final decisions regarding the outcomes of appeals in accordance with the regulations;

**(iii)** to provide an annual report to Senate on the appeals received.

**12.** Where an appeal is upheld or partially upheld, the Committee shall be empowered to allow:

**(i)** progression to the next level of study, but only in exceptional cases where there is a procedural irregularity and only where this is not disallowed by the relevant course regulations,

**(ii)** continued study at the same level of study,

**(iii)** an additional assessment opportunity,

**(iv)** re-instatement as a student, or

**(v)** a course transfer.

**13.** Where the appeal is against the award decision made by the Research Degrees Committee, and the University Academic Appeals Committee determines that the thesis should be subject to re-examination the following procedures shall normally be followed:

**(i)** new examiners shall be appointed, in number not fewer than the original number and containing not fewer than two external examiners;

**(ii)** the examiners shall be advised that they are conducting a re-examination on appeal but no information will be made available about the previous examination;

**(iii)** the examiners shall submit independent reports on the thesis before they examine the student orally, and a joint report after any oral examination;

**(iv)** the reports by the original examiners and by the new examiners shall be considered by the Research Degrees Committee before a final decision is reached.

**Meetings of the University Academic Appeals Committee**

**14.** Appeals will normally be considered at a meeting of the University Academic Appeals Committee. Consideration will be based on documentary evidence. This evidence will consist as a minimum of the appeal form submitted by the student, together with a report from the relevant School(s) or any other body relevant to the student's appeal, written in response to the information provided on the appeal form and a response from the student to this information, where submitted. The University Academic Appeals Committee will also be provided with the student's academic results and any relevant Examination Board minutes.

**15.** The University Academic Appeals Committee at this point has the power to uphold the appeal based solely on this documentary evidence. In more complex cases, either identified as such at the Sifting Stage or where the University Academic Appeals Committee is of the opinion that a decision cannot be made based solely on the documentary evidence available to it, the case will be considered at a meeting of the University Academic Appeals Committee to which the student and the academic School(s) or any other body relevant to the student's appeal are invited to attend.

**16.** The student and/or their representative, who should normally be a member of the University as defined by Statute 2, shall have the right, but is under no obligation, to give evidence to the meeting. A representative of the academic School(s)/Research Institute concerned is normally also required to attend to discuss their report.

**17.** The outcome of an appeal shall be notified to the student and the relevant Head(s) of School/Director of Research Institute in writing no more than 7 working days after the meeting of the University Academic Appeals Committee. Reasons for the decision shall be given. The decision of the University Academic Appeals Committee shall be final.

**Grievances against appeal decisions**

**18**. In very exceptional circumstances, following exhaustion of the appeals procedure it may be permissible for a student to lodge a grievance if it fulfils one or both of the following criteria:

a) Procedural irregularity in the conduct of the appeal;

b)There is new evidence that can be substantiated, including exceptional circumstances , which was not known at the time, and may have affected the outcome had it been known to the committee and that there is a valid reason for not making it known at the time.

**19.** Grievances will be considered under the provisions of Ordinance XXVIII: Appeals and Grievances Considered by Council, and must be submitted in writing within 14 calendar days of the letter informing the student of the outcome of their appeal.

**New Version**

**1. Academic Appeals**

**1.1** Academic appeals are appeals against:

**(a)** the recommendations made to Senate by:

i. the Boards of Examiners (see Regulation D.3), and;

ii.the Research Degrees Committee (see Regulation C10.6 and C10.11)

**(b)** action(s) taken as a result of the Academic Warnings Policy (see Regulations C.3.9 Bachelors Degrees, C.4.9 Intercalated Bachelors Degrees, C.5.9 Medical Bachelors Degrees, C.6.8 Integrated

Masters Degrees. C.7.9 Taught Postgraduate Degrees, C.8.9 Graduate Certificates and Graduate Diplomas, and C.9.10 Professional Doctorates, ‘appropriate engagement with studies’)

**1.2** You can only submit appeals relating to (a.i) and (b), above, using the grounds listed in 2.1.

**1.3** You can only submit appeals relating to (a.ii), above, using the grounds listed in 3.1 and 3.2.

**1.4** You cannot submit an appeal to have any item of assessment re-marked unless there is evidence of procedural irregularity in the marking process. The academic judgement of examiners and decision of a properly constituted Boards of Examiners/Research Degrees Committee is final.

**2. All programmes of study apart from research degrees**

**2.1** You can only submit appeals using one or both of the following grounds:

**(a)** procedural irregularity in the conduct of the assessment or the academic warnings procedure;

**(b)** exceptional circumstances, providing that:

i. the circumstances were not already considered by an Exceptional Circumstances Panel;

ii.the circumstances can be verified by appropriate evidence (see University guidelines); and,

iii.there is a valid reason for not notifying the relevant Exceptional Circumstances Panel of these circumstances (and/or appropriate evidence) by the specified deadline (see Regulation B3).

**2.2** You can submit an appeal against:

**(a)** one or more of the following recommendations made by a Board of Examiners:

i. the mark awarded for any unit of assessment;

ii.failure at any stage of the programme of study;

iii.the overall outcome of a programme of study;

iv.any action taken as a result of the Policy on Academic Warnings

**3. Research Degrees**

**3.1** You can submit appeals against decisions made under Regulation C10.6, or any other decision made by the Research Degrees Committee, before you submit your thesis, using one or more of the following grounds:

**(a)** procedural irregularities;

**(b)** exceptional circumstances, providing that:

i. these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision,

ii.these circumstances can be verified by appropriate evidence (see University guidelines); and,

iii.there is a valid reason for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with Regulation B3;

**(c)** inadequacy of supervision or facilities.

**3.2** You can submit appeals against decisions made under Regulation C10.11 using one or more of the following grounds:

**(a)** procedural irregularities;

**(b)** exceptional circumstances, providing that:

i. these circumstances were not known by the Board of Examiners/Research Degrees Committee at the time it made its decision;

ii.these circumstances can be verified by appropriate evidence (see University guidelines); and,

iii.there is a valid reason for not notifying the Board of Examiners/Research Degrees Committee in advance in accordance with Regulation B3.

Allegations of inadequate supervision or other arrangements, during the period of study, must be raised at the time and before you submit your thesis (see the Code of Practice on Postgraduate Research Degrees). These allegations do not constitute grounds for appeal after the thesis has been submitted.

**4. Procedure for submission of an appeal**

**4.1** Undergraduate students and taught postgraduate students must submit an appeal within 10 calendar days of the official notification of either the decision of the Board of Examiners or actions taken under the Policy on Academic Warnings by the Head of School or Head of Student Records and Examinations. If you submit your appeal later than 10 days after the official notification of results, your appeal will only be considered if you can provide valid evidence why you were not able to submit within the deadline.

**4.2** Research Postgraduate students must submit an appeal within 28 calendar days of the official notification of the decision of the Research Degrees Committee. If you submit your appeal later than 28 days after the official notification of results, your appeal will only be considered if you can provide valid evidence why you were not able to submit within the deadline.

**4.3** To appeal you must:

**(a)** complete and submit the approved Appeal Form with the full details of your appeal, including any evidence.

**(b)** if you are appealing your final award, you must inform Student Records and Examinations that you are appealing before Senate confirms the decision of the Board of Examiners/Research Degrees Committee. Senate will then delay confirming the Board/Committee's recommendation pending the outcome of your appeal.

**4.4** To complete the Appeal Form you must explain the reason for your appeal in full, provide supporting evidence, and state the action that you would like the University to consider if your appeal is successful. If all of your evidence is not available when you complete the Appeal Form you must state this on your form and agree a deadline for submission with the secretary for the University Academic Appeals Committee (UAAC). If you do not submit all your evidence by your agreed deadline, the appeal may be considered without it. You can also ask someone to write a statement on your behalf to include with your appeal form.

**5. Sifting Stage**

**5.1** Appeals will first be considered at the Sifting Stage by the Head of Academic Quality and Student Conduct (or their representative) and a member of UAAC.

**5.2** The Sifting Stage is an initial assessment of available documentation, including; your appeal form, information on your student record, previously submitted exceptional circumstances, and initial comments from the School or Service, as appropriate. You will be given the opportunity to respond to initial comments received from the School or Service.

**5.3** If the case for the appeal is straightforward and the evidence supports the appeal, the case can be referred back to the Board of Examiners for consideration with a recommendation to uphold the appeal. UAAC is responsible for the final decision on the outcome of your appeal.

**5.4** If the case for the appeal is complex or requires further exploration of the evidence, the appeal will be considered by a full meeting of the UAAC (see 8.1 and 8.2 below).

**5.5** If at the Sifting Stage it is agreed that you have not presented a valid case for appeal, based on the available information, you will be informed in writing, stating the reasons.

**5.6** In some circumstances you may be eligible to submit a grievance against the decision (see 9.2 below).

**5.7** In the case of an appeal against withdrawal, it may be agreed at the Sifting Stage that no case for appeal exists. The Sifting Panel may, at their discretion, still refer the case back to the Examination Board with a recommendation to reinstate you or refer you to UAAC to consider any circumstances which may allow you to remain registered at the University.

**6. Constitution of UAAC**

**6.1** The Academic Appeals Committee membership list consists of:

**(a)** A Chair and 2 Deputy Chairs who will be senior academic members of staff;

**(b)** A minimum of 3 members of academic staff from each Faculty.

**6.2** An Academic Appeals Committee meeting will consist of:

**(a)** A Chair or Deputy Chair

**(b)** Two members of academic staff

**6.3** The Committee will be serviced by the Directorate of Student and Academic Services.

**7. Function and Powers of the Academic Appeals Committee**

**7.1** The functions of the Academic Appeals Committee will be to:

**(a)** consider and investigate academic appeals by students;

**(b)** act on behalf of the Vice-Chancellor and the Senate in making final decisions on the outcomes of appeals in accordance with the regulations;

**(c)** provide an annual report to Senate on the appeals received.

**7.2** If an appeal is upheld or partially upheld, the Committee can allow:

**(a)** progression to the next level of study. This will only be in cases where there is a procedural irregularity and only where this is allowed by the relevant course regulations;

**(b)** continued study at the same level of study;

**(c)** an additional assessment opportunity;

**(d)** re-instatement as a student; or

**(e)** a course transfer.

**7.3** If the appeal is against the award decision made by the Research Degrees Committee, and UAAC determines that the thesis should be re-examined, the following procedures will normally be followed:

**(a)** new examiners will be appointed. There will be a minimum of two external examiners. The total number of examiners cannot be less than the original number;

**(b)** the examiners will be advised that they are conducting a re-examination on appeal but no information will be made available about the previous examination;

**(c)** the examiners will submit independent reports on the thesis before they examine the student orally, and a joint report after any oral examination;

**(d)** the reports by the original examiners and by the new examiners shall be considered by the Research Degrees Committee before a final decision is reached.

**8. Meetings of the University Academic Appeals Committee (UAAC)**

**8.1** Appeals will normally be considered at a meeting of UAAC on the recommendation of the Sifting Panel. Appeals will be considered based on the available evidence. UAAC has the power to uphold appeals based solely on the documentary evidence available.

**(a)** This evidence will include: the appeal form, evidence and any supporting statement(s) submitted by the student; if required, a report from the relevant School(s) or any other body relevant to the student's appeal, written in response to the information provided on the appeal form; and the student’s response to the School report. UAAC will also receive the student's academic results and any relevant Examination Board minutes.

**8.2** In more complex cases identified at the Sifting Stage, or where UAAC agrees that a decision cannot be made based solely on the documentary evidence available, the case will be considered at a meeting of UAAC to which the student, the academic School(s), and/or any other body relevant to the student's appeal, will be invited to attend.

**8.3** The student and/or their representative will have the right to give evidence at the meeting. The student’s representative should normally be a member of staff, a current student, a member of the ASK (Advice and Support at Keele) Team, or an elected officer of the Keele University Students’ Union or the Keele Postgraduate Association. The University has the discretion to accept other supports where this is deemed necessary. A representative of the student’s academic School(s)/Research Institute is normally required to attend to discuss their report.

**8.4** The student and the relevant Head(s) of School/Director of Research Institute will be notified of the outcome of the appeal in writing within a maximum of 7 working days after the meeting of UAAC. Reasons for the decision will be given. The decision of UAAC is final.

**9. Grievances against appeal decisions**

**9.1** After completing the appeals procedure you may be eligible to submit a grievance only if your grievance meets one or both of the following criteria:

**(a)** procedural irregularity in the conduct of the appeal;

**(b)** there are relevant exceptional circumstances (with verifiable evidence) that you did not include in your original appeal and/or there is new, verifiable evidence (of procedural irregularity or exceptional circumstances) that you could not present in your original appeal. There must be a valid reason for not making the circumstances and/or evidence known at the time.

**9.2**Grievances will be considered under the provisions of Ordinance XXVIII: Appeals and Grievances Considered by Council. You must submit a grievance, in writing, within 14 calendar days of the letter informing you of the outcome of your appeal.

**Regulation B.3: Exceptional Circumstances**

As part of the transfer of regulations to the new KARP, Regulation 13 (Exceptional Circumstances) has been be renamed B.3 Exceptional Circumstances. As this is a key student-facing regulation, it was agreed that the regulation be given a ‘plain English’ review to ensure that it communicates matters relating to exceptional circumstances clearly and unambiguously to its audiences. Therefore, the regulation has been substantially rewritten under the auspices of the University EC Committee. However, the only substantive change to its content is para 9a which reflects the Senate decision from 2017 that students with agreed exceptional circumstances will only be given another assessment opportunity if they have failed the module overall. This Senate decision had been set out in the EC Code of Practice but had not been incorporated into the EC regulation.

Regulation B.3: Exceptional Circumstances

1. If you do not attend an examination or do not complete an in-course assessment because of an exceptional circumstance, the Board of Examiners can take these circumstances, and their effect on your performance into consideration. However, the Board of Examiners will only do this if the School Exceptional Circumstances Panel recommends that they should do so.
2. You must submit an Exceptional Circumstances Claim to your School Exceptional Circumstances Panel ~~via the KLE~~ **online** if you want your circumstances, and their effect on your performance, to be taken into consideration. You must do this by the deadline that is set by your School. You must also provide independent evidence of your circumstances where it is required. The Panel will decide if your Exceptional Circumstances Claim is valid.
3. If your programme of study has professional accreditation you must report your exceptional circumstances in the way your School and the professional body require you to do so. The procedures and requirements are stated in your programme documentation. Professional accreditation requirements will supersede the requirements outlined in this regulation.
4. If your circumstances are very sensitive and you do not want to disclose the details in full to your School, you should provide a letter from an independent source, such as a doctor, counsellor, or member of Student Services. This letter must confirm the severity of your circumstances and describe how your studies have been affected. You must submit the letter to the School Exceptional Circumstances Panel.
5. If exceptional circumstances occur during an examination, you should report this to an invigilator immediately. The Senior Invigilator will produce a report of the incident which will be sent to the School. **If the incident affects a large group of students (e.g. a fire alarm sounds),** ~~Y~~**y**ou do not need to submit an Exceptional Circumstances Claim ~~but may wish to do so~~ **However, if the circumstances affect just you (e.g. if you are ill), you must submit an Exceptional Circumstances claim** to highlight the impact of the incident on your performance.
6. Each School must have a School Exceptional Circumstances Panel. This Panel will review and make recommendations on all Exceptional Circumstances Claims before the Board of Examiners meets. If a decision must be made on a claim between meetings of the Panel, the Chair has the authority to act, or require panel members to act, on behalf of the Panel. These decisions will be reported to the next meeting of the Panel as ‘Chair’s Action’. School Exceptional Circumstances Panels can disregard exceptional circumstances claims if the required evidence is not supplied by the specified deadline.
7. Recommendations made by School Exceptional Circumstances Panels will be fair, equitable and transparent, and can be scrutinised by Senate or its sub-Committee.
8. If you are unable to submit coursework assessment by the due date because of exceptional circumstances, you should submit an Exceptional Circumstance Claim to apply for an extension. Wherever possible, you should also submit the latest draft you have completed for that assessment, by the original deadline, in case your extension request is rejected. You must submit your claim to your School(s) before the current deadline for submission so that the School Exceptional Circumstances Panel can consider an extension at the appropriate time.
9. If the School Exceptional Circumstances Panel agrees that your claim is justified they will recommend one of the following courses of action to the Discipline Board of Examiners:
	1. If the Panel agree that you failed the module as a result of your exceptional circumstances, you may be given a further assessment opportunity. If your claim relates to your second attempt at an assessment, the further assessment opportunity

will also be capped at the pass mark. If you passed the module overall, you will not be given a further assessment attempt even if you have valid exceptional circumstances (see also 9e below). Further attempts granted as a result of extenuating circumstances will normally be taken at the same time as students taking re-assessment for the module(s);

* 1. You may be given an appropriate extension of the deadline for submission for coursework;
	2. For coursework that forms only part of the total module assessment,
		1. a small element of an assessment (a maximum 33% of the overall module assessment) can be disregarded, with the final mark(s) recalculated from the remaining elements of the module assessments; or
		2. When one component (a maximum 33%) of the module is missing, the final mark(s) can be recalculated from the remaining module component(s).
	3. For another action, which has been approved by **the Faculty Learning and Teaching Committee** ~~University Exceptional Circumstances Committee~~, to be implemented;
	4. If your circumstances were not previously taken into consideration by granting you an extension or a further assessment attempt, the Board of Examiners can take such exceptional circumstances into account if your proposed award is on the borderline between two classifications. In such cases, it is at the Board’s discretion to raise your award to the higher classification.
1. Marks cannot be adjusted because of exceptional circumstances. Marks determined by the Board of Examiners have to reflect your actual performance, irrespective of reported exceptional circumstances.
2. We will keep a written record of all decisions, recommendations and marks relevant to your exceptional circumstances. This information will be available to the Board of Examiners when they determine your degree classification or make other decisions that are relevant to you.

**Amendment to Regulation A1: Visas and Immigration**
(formerly Regulation 6: Visas and Immigration)

The following regulation changes are being made to Regulation A1: Visas and Immigration to reflect the changes within the UK Immigration Rules and the requirements on the University as a UK Home Office Sponsor. The following amendments are proposed and these changes are effective from the date of senate.

Additional text is **bold and underlined** and text to be removed is ~~struck through~~

 **Contents**

1. Definitions
2. Visa and Immigration Compliance and Sponsorship
3. Appeals concerning denial of sponsorship
4. UK Home Office Requirements and Cancellation of Visas
5. Appeals concerning potential cancellation of visas
6. Grievances against appeal decisions

 **1. Definitions

1.1** Programme (of Study): This is the course or degree you are studying.

**1.2** Procedural Irregularity: Where university procedures have not be followed (correctly).

**2. Visa and Immigration Compliance and Sponsorship**

**2.1** Your immigration status must allow you to study in the UK; if it does not then you may only be able to study if the UK Home Office (UKVI) gives you discretion to do so **for example if you have a work visa you can only study part time**. You must provide evidence of your immigration status to a member of the Immigration Compliance team or their representative at enrolment and at any other time requested by us. You will be told in advance of these times.

**2.2** You must live within a reasonable travelling distance of the University if we sponsor your study **visa**. Travelling distance is not an acceptable reason for failing to engage with your studies.

**2.3** You must comply with all UK Immigration rules for the length of your Visa and while enrolled at Keele University.

**2.4** Our designated UKVI ‘Authorising Officer’ is responsible for students sponsored by the University. They must ensure that students and staff comply with United Kingdom Immigration Law, and meet the requirements set out in the UKVI Sponsor Guidance.

**2.5** If you need to be sponsored by Keele University to study in the UK, you must provide evidence that you are suitable for and able to fund your studies. **If you are starting a new programme you will have to pay a tuition fee deposit, however if you are extending your current programme y**~~Y~~ou might have to pay a proportion of your tuition fee for the next or current academic year (as appropriate)**;** before your sponsorship is confirmed.

**2.6** We will sponsor you for your expected period of study, this is set when you are admitted. You can be considered for an extension of Tier 4 sponsorship if:

**(a)** you change your programme of study and need a longer Visa to complete the new programme. You may have to apply for this from outside the UK;

**(b)** you need to repeat a whole year of undergraduate study (with full time attendance);

**(c)** you are a Postgraduate Research (PhD) student who needs longer to complete your studies. (You may be given a maximum of 6 additional calendar months)

No other extensions will be considered.

The request of an extension does not automatically guarantee Tier 4 sponsorship. Requests are subject to the UKVI requirements and are granted at the discretion of the University.

If you need to return to the University to complete your studies outside of your Tier 4 sponsorship period, you may be supported on a Short Term Study Visa (subject to the UKVI requirements).

**2.7** To be sponsored under the ~~Tier 1 Graduate Entrepreneur~~ **Start up Visa Route for entrepreneurs** or the Tier 4 Doctorate Extension Scheme (DES) you must meet the requirements set by the University and the UK Home Office. Sponsorship is given at the discretion of the University and there is no guarantee of automatic sponsorship under these schemes, if the University is involved in them.

**2.8** The University will not sponsor a student who is or has been an overstayer in the UK or may fall under the ‘general grounds’ for refusal (Part 9 of the UK Immigration Rules). It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

**2.9** You must respond to communication from the University promptly and within the time frame specified. Communications about your immigration status and visa will be sent to your Keele University email account in the first instance.

**3. Appeals concerning denial of sponsorship**

**3.1** You can appeal the decision to deny your sponsorship if there is evidence of procedural irregularity during the decision making process. See paragraphs 2.6, 2.7, 2.8 above, and regulations C3.2.4 Bachelors Degree, C4.2.4 Intercalated Bachelors Degrees, C6.2.4 Integrated Masters Degrees, C5.2.4 Medical Bachelors Degrees, C7.2.4 Taught Postgraduate Degrees, C8.2.4 Graduate Certificate and Graduate Diplomas, C9.2.4 Professional Doctorates, and C10.2.4 Research Degrees.

**3.2** You must submit your appeal to the Head of Planning & Admissions within 5 calendar days of being informed that you will not be sponsored.

**3.3** The Head of Planning & Admissions will decide the result of your appeal and inform you of this decision within 15 working days. This communication will be sent to the email address you provided with your appeal.

**4. UK Home Office Requirements and Cancellation of Visas**

**4.1** You will be reported to the UK Home Office, resulting in a cancellation of your visa, if:

**(a)** you are withdrawn from the University;

**(b)** you take a Leave of Absence (Regulation B4) Students returning from a Leave of Absence must get a new visa before returning to the University;

**(c)** you complete your studies earlier than the expected end date stated on your Confirmation of Acceptance for Study (CAS). This will be reported to the UK Home Office as early completion;

**(d)** you change your Immigration status and/or programme of study and are consequently no longer eligible for University sponsorship under Tier 4; or

**(e)** you do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate~~.~~**; or**

**(f) you no longer meet the UK Home Office requirements for the visa (immigration permission) you were last granted.**

**4.2** Students with a Tier 4 Visa will be reported to the UK Home Office if they are withdrawn from the University. This will cancel your visa to study and your right to be in the UK. You will be withdrawn if:

**(a)** you fail to provide a valid passport, visa, Academic Technology Approval Scheme (ATAS) Certificate or any other documentation when required by the University for inspection at enrolment, or at any other time requested by us. You will be told in advance of these times;

**(b)** you fail to engage with the University on ten consecutive expected engagements. These include:

i. Compulsory classes and/or supervisory meetings;

ii. Non-compulsory lectures, classes, tutorials, seminars, lab sessions and supervisory meetings;

iii. University examinations;

iv. Assessment submissions;

v. Face-to-face meetings with staff from Student and Academic Services, personal tutors, supervisors, Heads of School or their nominee. You will be told in advance when these meeting will take place;

vi. International Student Checkpoint events and enrolment; and

vii. Meetings convened by the University’s Immigration Compliance team, or their representative.

(This is not a complete list. You must attend all learning, teaching and administrative events for your programme. Travelling distance is not an acceptable reason for failing to engage with your studies, see 2.2 above);

**(c)** the University finds, or the University is informed by the UK Home Office, that you have breached your immigration conditions. For example, working more than the number of permitted hours per week as set out by your visa;

**(d)** you have not corrected an error in your Visa (for example, incorrect permission and/or working rights);

**(e)** you cannot prove you have permission to study in the UK;

**(f)** the UKVI informs the University that you do not have permission to study; or

**(g)** the UKVI make a legitimate request that the University withdraws you.

**5. Appeals concerning potential cancellation of visas**

**5.1** You can appeal against the University’s decision to withdraw you if there is evidence of procedural irregularity in the decision making process.

**5.2** You must submit your appeal to the Head of Academic Quality and Student Conduct within 5 calendar days of being told you will be withdrawn.

**5.3** The Head of Academic Quality and Student Conduct will decide the result of your appeal and inform you of this decision within 5 working days. This communication will be sent to the email address you provided with your appeal.

**6. Grievances against appeal decisions**

**6.1** Once you have completed the appeals procedure you can submit a grievance to the University Council. You can submit a grievance about the result of your appeal if there is evidence of procedural irregularity in the conduct of the appeal process.

**6.2** You must submit the grievance in writing to the Secretary to Council within 14 calendar days of receiving the outcome of your appeal.

**6.3** Students must comply with the requirements of the UK Home Office and will not be sponsored during the grievance proceedings.