

Amendments to the Regulations

Please find details of changes to the University Regulations ahead of your study in 2026/2027.

Track changes have been used to identify changes below. Deletions shown by ~~striketrough~~, insertions shown underlined

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

Regulations amended:

E1 – updated to list all qualifications, rather than examples. (Senate: 10/12/2025)

A1 – minor edits to update terminology and links

B8 – minor edits and updates

A1 – updated to reflect UKVI changes. (Senate 18/03/2026)

B8 – updated to reflect amendments to Reg A1

C10 – minor edits

C3 – minor edit to clarify section 3.5. (Senate: 24/06/2026)

B8 – edits and updates

C1 – minor edit to section 1

C2 – update to section 10.1b

D2 – updates to sections 1 and 2

D3 – update to board membership

B5 – updates to grounds for appeal and grievance

B6 – updates to grounds for appeal and grievance

B7 – update to grounds for grievance

REGULATION E1: UNIVERSITY QUALIFICATIONS FRAMEWORK

1. UNIVERSITY QUALIFICATIONS FRAMEWORK

Award Type	Abbreviations	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Doctorate	PhD, PhD by Publication	8	Not credit rated	
Doctor of Medicine	DM	8	Not credit rated	
Professional / Taught Doctorate	DCouns, DCrim, DEdHealth, DHealthSci, DMid, DNur, DPharm, DPH, DSc, DSW, EdD, LLD, DHealthSci (Physio),	8	540	360
Master's Degree by Research	MPhil	7	Not credit rated	
Postgraduate Taught Master's Degree	MA, MSc, LLM, MBA, MEd, MHPE, MLitt, MMidwifery, MMus, MPH, MSW	7	180 ¹	150
Postgraduate Taught Master's Degree	MRes	7	180 ²	150

Integrated Master's Degree	MBus, MChem, MComp, MEng, MGeol., MLaw , MLibArts, MMath, MPH, MPharm, MPhys , MSci	7	480	120
Postgraduate Diploma	PGDip	7	120	90
Postgraduate Certificate	PGCert	7	60	40
Postgraduate Certificate in Education	PGCE	7	60	40
Bachelors' degree with honours	BA, BSc, BEng, LLB (Hons)	6	360	120
Bachelors' degree	BA, BSc, LLB	6	360	120
Bachelor of Medicine and Surgery	MBChB	6	600	-
BSc (Intercalated)	BSc (Intercalated)	6	120	120
Professional Graduate Certificate in Education	Pg CE	6	60	60
Graduate Diploma	GradDip	6	80	80
Graduate Certificate	GradCert	6	40	40
Foundation Degree	FdA/FdSc	5	240	120
Diploma of Higher Education	DipHE	5	240	120
Certificate of Higher Education	CertHE	4	120	120

Certificate in Foundation Year Studies*	-	3	120	-
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* University award not associated with a national framework

¹ Including a minimum of 120 taught credits.

² Including a minimum of 60 taught credits which may include research methods training.

2. JOINT AND DUAL AWARDS

The University may enter into arrangement with other recognised degree-awarding institutions of higher education in the UK or abroad to offer programmes that lead to dual or joint awards with those institutions.

Regulation A1 – Visa and Immigration (approved by Senate 18/03/2026)

1. Abbreviations and Definitions

- Academic Engagement: UK Visas and Immigration (UKVI) consider you to be academically engaging if you are actively and consistently following your course of study. Academic engagement is indicated by activities such as:
 - Attending required lectures, seminars or tutorials
 - Undertaking required laboratory work
 - Undertaking research or fieldwork
 - Submitting essays, assignments, and attending examinations

This is not an exhaustive list and not all courses will contain all these elements.

- CAS: Confirmation of Acceptance for Studies, an electronic document sent from the University to UK Visas and Immigration containing information about you and your chosen course, required for a Student Visa application.
- ICA: Immigration, Compliance & Advice.
- KDA: Keele Doctoral Academy.
- Procedural Irregularity: where University procedures have not been followed correctly.
- Programme of Study: This is the course or degree you are studying.
- UKVI: United Kingdom Visas and Immigration.

2. Visa Compliance and Sponsorship

2.1 Keele University as Student Visa Sponsor

Keele's 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 [UKVI Sponsor Guidance](#).

2.2 Applicants' Suitability to Study

2.2.1 In order for Keele university to provide Student Visa sponsorship, you, as an applicant must provide evidence that you are suitable for sponsorship and are able to fund your studies. If you are a new applicant you will have to pay a tuition fee deposit. If you are extending your current programme you might have to pay a proportion of your tuition fee for the next or current academic year (as appropriate) before sponsorship is confirmed.

2.2.2 The University will not sponsor you if you are or have been an overstayer in the UK, or may fall under the "general grounds" for refusal in [part 9 of the UK Immigration Rules](#). It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

2.3 Right to Study checks

You must evidence your right to study in the UK by providing one or more (as required) of the following documents:

1. Passport;
2. Valid visa;
3. Academic Technology Approval Scheme (ATAS) Certificate
4. Any other documentation as requested by the University.

2.4 Student Engagement

2.4.1 Keele university, as a Student Visa sponsor, has an obligation to UKVI to monitor and record Student Visa holders' academic engagement with their course and will do so in line with the University's [Student Attendance and Engagement Policy](#) and [Attendance Policy and Procedure for Student Route Visa Holders](#). Additionally, UKVI specify that students should have their studies terminated if they have not re-engaged with their studies for a period of 60 calendar days following the first contact from their sponsor regarding their lack of academic engagement.

2.4.2 You should live within a reasonable travelling distance of the University. Travelling distance is not an acceptable reason for failing to engage with your studies. The maximum travel time to the University should be no more than ninety minutes by public transport.

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

2.5 Length of Student Visa Sponsorship

2.5.1 Keele University Student Visa sponsorship will last for your expected period of study, as defined when admitted, plus an additional period granted by UKVI, as defined in the [Immigration Rules Appendix: Student](#), paragraph ST25.3.

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

2.5.2 Your eligibility for a Student Visa extension will be considered if you:

- change your programme of study and need a longer visa to complete the new programme. The ICA team will advise you whether the application can be submitted inside the UK or not.
- need to repeat modules and / or assessments with attendance. Following an Exam Board, Student Records will inform ICA of any Undergraduate or Postgraduate Taught students who have the opportunity to repeat modules or assessments so that your eligibility for a Student Visa extension (in line with [UK Immigration Rules Appendix: Student](#)) can be determined
- are a Postgraduate Research (PhD) student who needs longer to complete your studies. The length of your visa extension will be determined by the KDA within UKVI rules.
- add a permitted work placement or study abroad period to your course which will mean you need longer to complete your course.
- are elected as a Students' Union Sabbatical Officer.

No other extensions will be considered.

If a new CAS is required for any reason e.g. extension, refusal, LOA etc, a charge of £100 will apply to cover the cost of the new CAS and the associated administrative costs.

2.5.3 The request for an extension does not automatically guarantee Student Visa Route sponsorship. Requests are subject to UKVI requirements and are granted at the discretion of the University.

2.5.4 If you need to return to the University to complete your studies outside of your Student Visa sponsorship period, you will be supported to apply for a Standard Visitor Visa if appropriate (subject to UKVI requirements).

2.6 Visa Refusals

If your Student Visa application is refused by UKVI, there will be a £100 charge for a new CAS if you would like to reapply. Alternatively, if you are an applicant, you can request a refund of your deposit, unless the visa was refused because of fraudulent documents or any other instance of fraud. You will need to provide the UKVI decision letter to ICA.

3. UKVI Requirements and Cancellation of Visas

3.1 Withdrawal of Sponsorship

3.1.1 If your Student Visa is sponsored by Keele University, you will have your sponsorship withdrawn, resulting in a cancellation of your visa, if you:

- withdraw yourself from the University

- take a Leave of Absence ([Regulation B4](#)). When returning from a Leave of Absence you will need a new visa before returning to the University
- have your studies terminated by the University
- complete your studies more than four months earlier than the expected end date stated on your CAS. This will be reported to UKVI as early completion
- change your immigration status and / or programme of study and are consequently no longer eligible for University sponsorship under the Student Visa Route
- do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate (if one is required).

3.2 Breach of Student Visa Conditions

3.2.1 If your Student Visa is sponsored by Keele University, you are required to adhere to the [UK Immigration Rules](#) at all times and must academically engage with your course. The University has a duty to notify UKVI if you fail to academically engage with your programme of study. Keele University can terminate your studies if your attendance remains below the level required in the [Attendance Policy & Procedure for Student Route Visa holders](#) or by UKVI. In this instance you can be removed from your course and your Student Visa sponsorship will be withdrawn.

3.2.2 If the University finds, or the University is informed by UKVI, that you have breached your immigration conditions, your studies can be terminated. For example, working more than the number of permitted hours per week.

3.2.3 If UKVI inform the University that you do not have permission to study, Keele University will terminate your studies and cancel your visa.

3.3 Tuition Fee / Accommodation Fee Debt

If you are in debt to the University, having failed to pay for tuition fees or University Accommodation costs within the required period, in accordance with the [Charging and Payment of Student Fees Policy](#) you can be terminated from your studies.

4. The Graduate Route

4.1 Upon successful completion of your course, ICA will check whether you meet the eligibility criteria for the Graduate Route and if satisfied, will report your successful completion to UKVI.

4.2 ICA will notify you via your University email address once this report has been made.

4.3 It is then your responsibility to apply for the Graduate Route if you want to switch to that immigration category.

4.4 ICA cannot advise on the Graduate Route but can provide information.

4.5 Keele University reserves the right to refuse to report your successful completion to UKVI if you have outstanding debt (tuition fees, accommodation, other) to the University.

5. Appeals

5.1 Appeals against denial of sponsorship

5.1.1 Applicants and students can appeal the decision to deny their sponsorship if there is evidence of procedural irregularity in the decision-making process

5.1.2 Appeals must be submitted to the Head of ICA within 5 calendar days of being informed that sponsorship has been denied.

5.1.3 The Head of ICA will decide the result of any appeal within 15 working days. This communication will be sent to the email address provided with the appeal.

5.2 Appeals concerning potential cancellation of visas

5.2.1 Students can appeal against the University's decision to terminate their studies if there is evidence of procedural irregularity in the decision-making process. The appeal form and further information is available [here](#).

5.2.2 Appeals must be submitted within 5 calendar days of being informed of the termination of studies.

5.2.3 The Deputy Academic Registrar or nominee will decide the result of any appeal within 5 working days. This communication will be sent to the email address provided with the appeal.

5.2.4 If your appeal is rejected, ICA will contact UKVI to report termination of your studies and cancellation of your visa.

5.3 Grievances against appeal decisions

5.3.1 Once the appeal procedure is complete, it is possible to submit a grievance to the University Council. A grievance can be submitted if there is evidence of procedural irregularity in the conduct of the appeal process. Further grievance information can be found [here](#).

5.3.2 A grievance must be submitted in writing to the Secretary to Council within 14 calendar days of receiving the outcome of the appeal.

5.3.3 Students must comply with the requirements of UKVI and will not be sponsored during the grievance proceedings.

Regulation B8: Termination of Studies by the University

1. Non-engagement with studies or assessments

1.1 Failure to engage with studies

1.1.1 If you do not attend compulsory learning and teaching events and/or fail to submit assessments without approval, the University may decide that you have failed to engage appropriately with your studies.

1.1.2 The processes followed by the University in cases where students fail to engage sufficiently with their studies is described for taught students in the [Student Attendance and Engagement Policy](#) and for postgraduate research students in the Annual and Interim [Progress Review](#)

[Handbook](#) for Research Degree Students. Additionally, all students studying on a Student Route Visa must follow the [Attendance Policy and Procedure for Student Route Visa Holders](#).

1.1.3 Before your studies are terminated due to failure to engage with studies, the University will attempt to contact you on multiple occasions and give you reasonable notice.

1.2 Academic failure (UG programmes only)

1.2.1 If you obtain a mark of 10 or below in 50% or more of the modules you have studied in the most recent semester, without approved exceptional circumstances, the University may decide that you have failed to engage sufficiently with your assessments. If so, the University will terminate your studies following the meeting of the relevant Examination Board.

1.2.2 If your studies are terminated by the University for the reasons listed above, you lose your right to undertake any remaining assessment attempts of failed modules, including additional assessment attempts you were previously granted as a result of exceptional circumstances.

1.2.3 You have the right to submit an appeal against the decision of the University to terminate your studies. Such an appeal can normally only be made on the grounds of procedural irregularity or previously undisclosed exceptional circumstances.

2. Failure to progress

2.1 If you have not been awarded sufficient credits to progress to your next stage of study and have already exhausted your repeat year opportunity, your studies will be terminated as stated in [Regulation D2](#) (Progression and Classification Rules). This will be the case even if you have a reassessment attempt remaining on any failed module/s.

2.2 You have the right to submit an appeal against the decision of the University to terminate your studies. Such an appeal can only be made on the grounds of procedural irregularity or previously undisclosed exceptional circumstances.

3. Failure to enrol or re-register or select a sufficient number of modules

3.1 Your studies will be terminated if you do not enrol or re-register annually, or at the end of an approved period of Leave of Absence, as a student with the University within the prescribed time-scales provided to you in advance.

3.2 Your studies will also be terminated if you do not, in the case of being offered a repeat year of study, confirm your wish to repeat by the specified deadline.

3.3 Your studies will also be terminated if you do not select and enrol on, within the prescribed time-scales provided to you in advance, a sufficient number of modules to study on your programme for the current academic year.

3.4 You have the right to submit an appeal against the decision of the University to terminate your studies for these reasons by submitting an appeal in writing to the Head of Student Records and Examinations. In the event of a conflict of interest, the Head of Records and Examinations will refer the case to the Academic Appeals Panel instead where it will be dealt with in line with the process set out in Regulation B6 Academic Appeals. If this is the case, you will be notified of this by the Head of Records and Examinations in writing.

4. Exceeding the maximum period of registration

4.1 If you exceed, or will not be able to complete your studies within, the maximum period of registration as set out in [Regulation C1](#) (Maximum Periods of Registration), your studies will be terminated.

4.2 You have the right to submit an appeal against the decision of the University to terminate your studies in accordance with Regulation C1.

5. Fitness to study

Following a risk assessment within the Support to Study procedure, a Stage 3 Panel may in rare cases decide that you are not fit to study and may terminate your studies in line with [Regulation B4](#) (Fitness to Study).

6. Fitness to practise

Under [Regulation B5](#) (Fitness to Practise) the University can terminate your studies on a professional programme if the Fitness to Practise Committee decides that either your behaviour or your health mean that you are not fit to practise that profession or are in breach of a requirement for a license to practise.

7. Disciplinary reasons

7.1 Your studies may be terminated by the University if the University Discipline Committee finds that your behaviour or actions constitute a major disciplinary offence. [Regulation B1](#) (Student Discipline) sets out the University's expectation regarding appropriate student behaviour.

7.2 The University can also terminate your studies if you are convicted of certain offences in the UK or an equivalent offence in another country. The decision to terminate your studies in such cases will be made by the Deputy Vice-Chancellor based on a recommendation of the Discipline Committee and will take into consideration risk and safeguarding considerations.

8. Academic misconduct reasons

Your studies may be terminated by the University if the University Academic Misconduct Committee finds you guilty of academic misconduct. The Student Academic Misconduct Code of Practice sets out the University's approach to academic misconduct and which proven offences will result in your studies being terminated.

9. Non-payment of tuition fees

If you have failed persistently to pay your Tuition Fees and ignored formal reminders your studies will be terminated. Please see the University [Charging and Payment of Student Fees](#) Policy.

10. Visa and immigration

Your studies will be terminated if your registration at the University would breach the requirements placed upon the University by UK Visas and Immigration (UKVI) and the UK Immigration Rules. The University's responsibilities are outlined in [Regulation A1 \(Visa and Immigration\)](#).

11. Dishonest/untrue applications and omissions

We can terminate your studies if we become aware that:

- (i) As part of the application process you provided us with fraudulent information or information which is untrue, inaccurate, incomplete and/or misleading;
- (ii) You failed to supply us with all the relevant information relating to your application;

- (iii) Any of your stated qualifications or status have been obtained by fraud;
- (iv) There is information about you which we did not previously know and which, in our reasonable opinion, makes it inappropriate for you to study on the programme.

Regulation A1: Visa and Immigration

(formerly Regulation 6: Visas and Immigration)

1. Definitions

- Academic Engagement: UK Visas and Immigration (UKVI) consider you to be academically engaging if you are actively and consistently following your course of study. Academic engagement is indicated by activities such as:
 - Attending required lectures, seminars or tutorials
 - Undertaking required laboratory work
 - Undertaking research or fieldwork
 - Submitting essays, assignments, and attending examinations

This is not an exhaustive list and not all courses will contain all these elements.

- CAS: Confirmation of Acceptance for Studies, an electronic document sent from the University to UK Visas and Immigration containing information about you and your chosen course, required for a Student Visa application.
- ICA: Immigration, Compliance & Advice.
- KDA: Keele Doctoral Academy.
- Procedural Irregularity: where University procedures have not been followed correctly.
- Programme of Study: This is the course or degree you are studying.
- UKVI: United Kingdom Visas and Immigration.

2. Visa Compliance and Sponsorship

2.1 Keele University as Student Visa Sponsor

Keele's 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 [UKVI Sponsor Guidance](#).

2.2 Applicants' Suitability to Study

2.2.1 In order for Keele University to provide Student Visa sponsorship, you, as an applicant must provide evidence that you are suitable for sponsorship and are able to fund your studies. If you are a new applicant you will have to pay a tuition fee deposit. If you are extending your current programme you might have to pay a proportion of your tuition fee for the next or current academic year (as appropriate) before sponsorship is confirmed.

2.2.2 The University will not sponsor you if you are or have been an overstayer in the UK, or may fall under the "general grounds" for refusal in [part 9 of the UK Immigration Rules](#). It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

2.3 Right to Study checks

You must evidence your right to study in the UK by providing one or more (as required) of the following documents:

5. Passport;
6. Valid visa;
7. Academic Technology Approval Scheme (ATAS) Certificate
8. Any other documentation as requested by the University.

2.4 Student Engagement

2.4.1 Keele University, as a Student Visa sponsor, has an obligation to UKVI to monitor and record Student Visa holders' academic engagement with their course and will do so in line with the University's [Student Attendance and Engagement Policy](#) and [Attendance Policy and Procedure for Student Route Visa Holders](#). Additionally, UKVI specify that students should have their studies terminated if they have not re-engaged with their studies for a period of 60 calendar days following the first contact from their sponsor regarding their lack of academic engagement.

2.4.2 You should live within a reasonable travelling distance of the University. Travelling distance is not an acceptable reason for failing to engage with your studies. The maximum travel time to the University should be no more than ninety minutes by public transport.

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

2.5 Length of Student Visa Sponsorship

2.5.1 Keele University Student Visa sponsorship will last for your expected period of study, as defined when admitted, plus an additional period granted by UKVI, as defined in the [Immigration Rules Appendix: Student](#), paragraph ST25.3.

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

2.5.2 Your eligibility for a Student Visa extension will be considered if you:

- change your programme of study and need a longer visa to complete the new programme. The ICA team will advise you whether the application can be submitted inside the UK or not.
- need to repeat modules and / or assessments with attendance. Following an Exam Board, Student Records will inform ICA of any Undergraduate or Postgraduate Taught students who have the opportunity to repeat modules or assessments so that your eligibility for a Student Visa extension (in line with [UK Immigration Rules Appendix: Student](#)) can be determined
- are a Postgraduate Research (PhD) student who needs longer to complete your studies. The length of your visa extension will be determined by the KDA within UKVI rules.

- add a permitted work placement or study abroad period to your course which will mean you need longer to complete your course.
- are elected as a Students' Union Sabbatical Officer.

No other extensions will be considered.

If a new CAS is required for any reason e.g. extension, refusal, LOA etc, the University's current financial charge will apply to cover the cost of the new CAS and the associated administrative costs.

2.5.3 The request for an extension does not automatically guarantee Student Visa Route sponsorship. Requests are subject to UKVI requirements and are granted at the discretion of the University.

2.5.4 If you need to return to the University to complete your studies outside of your Student Visa sponsorship period, you will be supported to apply for a Standard Visitor Visa if appropriate (subject to UKVI requirements).

2.6 Visa Refusals

If your Student Visa application is refused by UKVI, the University's current financial charge will apply for a new CAS if you would like to reapply. Alternatively, if you are an applicant, you can request a refund of your deposit, unless the visa was refused because of fraudulent documents or any other instance of fraud. You will need to provide the UKVI decision letter to ICA.

3. UKVI Requirements and Cancellation of Visas

3.1 Withdrawal of Sponsorship

3.1.1 If your Student Visa is sponsored by Keele University, you will have your sponsorship withdrawn, resulting in a cancellation of your visa, if you:

- withdraw yourself from the University
- take a Leave of Absence ([Regulation B4](#)). When returning from a Leave of Absence you will need a new visa before returning to the University
- have your studies terminated by the University
- complete your studies more than four months earlier than the expected end date stated on your CAS. This will be reported to UKVI as early completion
- change your immigration status and / or programme of study and are consequently no longer eligible for University sponsorship under the Student Visa Route
- do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate (if one is required).

3.2 Breach of Student Visa Conditions

3.2.1 If your Student Visa is sponsored by Keele University, you are required to adhere to the [UK Immigration Rules](#) at all times and must academically engage with your course. The University has a duty to notify UKVI if you fail to academically engage with your programme of study. Keele University can terminate your studies if your attendance remains below the level required in the [Attendance Policy & Procedure for Student Route Visa holders](#) or by UKVI. In this instance you can be removed from your course and your Student Visa sponsorship will be withdrawn.

3.2.2 If the University finds, or the University is informed by UKVI, that you have breached your immigration conditions, your studies can be terminated. For example, working more than the number of permitted hours per week.

3.2.3 If UKVI inform the University that you do not have permission to study, Keele University will terminate your studies and report to UKVI who will cancel your visa.

3.3 Tuition Fee / Accommodation Fee Debt

If you are in debt to the University, having failed to pay for tuition fees or University Accommodation costs within the required period, in accordance with the [Charging and Payment of Student Fees Policy](#) you can be terminated from your studies.

4. The Graduate Route

4.1 Upon successful completion of your course, ICA will check whether you meet the eligibility criteria for the Graduate Route and if satisfied, will report your successful completion to UKVI.

4.2 ICA will notify you via your University email address once this report has been made.

4.3 It is then your responsibility to apply for the Graduate Route if you want to switch to that immigration category.

4.4 ICA cannot advise on the Graduate Route but can provide information.

4.5 Keele University reserves the right to refuse to report your successful completion to UKVI if you have outstanding debt (tuition fees, accommodation, other) to the University.

5. Appeals

5.1 Appeals concerning potential cancellation of visas

5.1.1 Students can appeal against the University's decision to terminate their studies if there is evidence of procedural irregularity in the decision-making process. The appeal form and further information is available [here](#).

5.1.2 Appeals must be submitted within 5 calendar days of being informed of the termination of studies.

5.1.3 The Deputy Academic Registrar or nominee will decide the result of any appeal within 5 working days. This communication will be sent to the email address provided with the appeal.

5.1.4 If your appeal is rejected, ICA will contact UKVI to report termination of your studies and cancellation of your visa.

5.2 Grievances against appeal decisions

5.2.1 Once the appeal procedure is complete, it is possible to submit a grievance to the University Council. A grievance can be submitted if there is evidence of procedural irregularity in the conduct of the appeal process. Further grievance information can be found [here](#).

5.2.2 A grievance must be submitted in writing to the Secretary to Council within 14 calendar days of receiving the outcome of the appeal.

5.2.3 Students must comply with the requirements of UKVI and will not be sponsored during the grievance proceedings.

Regulation B8: Termination of Studies by the University (approved by Senate 18/03/2026)

1. Non-engagement with studies or assessments

1.1 Failure to engage with studies

1.1.1 If you do not attend compulsory learning and teaching events and/or fail to submit assessments without approval, the University may decide that you have failed to engage appropriately with your studies.

1.1.2 The processes followed by the University in cases where students fail to engage sufficiently with their studies is described for taught students in the [Student Attendance and Engagement Policy](#) and for postgraduate research students in the Annual and Interim [Progress Review Handbook](#) for Research Degree Students. Additionally, all students studying on a Student Route Visa must follow the [Attendance Policy and Procedure for Student Route Visa Holders](#).

1.1.3 Before your studies are terminated due to failure to engage with studies, the University will attempt to contact you on multiple occasions using the contact details you provided to the University and give you reasonable notice.

1.2 Academic failure (UG programmes only)

1.2.1 If you obtain a mark of 10 or below in 50% or more of the modules you have studied in the most recent semester, without approved exceptional circumstances, the University may decide that you have failed to engage sufficiently with your assessments. If so, the University will terminate your studies following the meeting of the relevant Examination Board.

1.2.2 If your studies are terminated by the University for the reasons listed above, you lose your right to undertake any remaining assessment attempts of failed modules, including additional assessment attempts you were previously granted as a result of exceptional circumstances.

1.2.3 You have the right to submit an appeal against the decision of the University to terminate your studies. Such an appeal can normally only be made on the grounds of procedural irregularity or previously undisclosed exceptional circumstances.

2. Failure to progress

2.1 If you have not been awarded sufficient credits to progress to your next stage of study and have already exhausted your repeat year opportunity, your studies will be terminated as stated in [Regulation D2](#) (Progression and Classification Rules). This will be the case even if you have a reassessment attempt remaining on any failed module/s.

2.2 You have the right to submit an appeal against the decision of the University to terminate your studies. Such an appeal can only be made on the grounds of procedural irregularity or previously undisclosed exceptional circumstances.

3. Failure to enrol or re-register or select a sufficient number of modules

3.1 Your studies will be terminated if you do not enrol or re-register annually, or at the end of an approved period of Leave of Absence, as a student with the University within the prescribed time-scales provided to you in advance.

3.2 Your studies will also be terminated if you do not, in the case of being offered a repeat year of study, confirm your wish to repeat by the specified deadline.

3.3 Your studies will also be terminated if you do not select and enrol on, within the prescribed time-scales provided to you in advance, a sufficient number of modules to study on your programme for the current academic year.

3.4 You have the right to submit an appeal against the decision of the University to terminate your studies for these reasons by submitting an appeal in writing to the Head of Student Records and Examinations. In the event of a conflict of interest, the Head of Records and Examinations will refer the case to the Academic Appeals Panel instead where it will be dealt with in line with the process set out in Regulation B6 Academic Appeals. If this is the case, you will be notified of this by the Head of Records and Examinations in writing.

4. Exceeding the maximum period of registration

4.1 If you exceed, or will not be able to complete your studies within, the maximum period of registration as set out in [Regulation C1](#) (Maximum Periods of Registration), your studies will be terminated.

4.2 You have the right to submit an appeal against the decision of the University to terminate your studies in accordance with Regulation C1.

5. Fitness to study

Following a risk assessment within the Support to Study procedure, a Stage 3 Panel may in rare cases decide that you are not fit to study and may terminate your studies in line with [Regulation B4](#) (Fitness to Study).

6. Fitness to practise

Under [Regulation B5](#) (Fitness to Practise) the University can terminate your studies on a professional programme if the Fitness to Practise Committee decides that either your behaviour or your health mean that you are not fit to practise that profession or are in breach of a requirement for a license to practise.

7. Disciplinary reasons

7.1 Your studies may be terminated by the University if the University Discipline Committee finds that your behaviour or actions constitute a major disciplinary offence. [Regulation B1](#) (Student Discipline) sets out the University's expectation regarding appropriate student behaviour.

7.2 The University can also terminate your studies if you are convicted of certain offences in the UK or an equivalent offence in another country. The decision to terminate your studies in such cases will be made by the Deputy Vice-Chancellor based on a recommendation of the Discipline Committee and will take into consideration risk and safeguarding considerations.

8. Academic misconduct reasons

Your studies may be terminated by the University if the University Academic Misconduct Committee finds you guilty of academic misconduct. The Student Academic Misconduct Code of Practice sets out the University's approach to academic misconduct and which proven offences will result in your studies being terminated.

9. Non-payment of tuition fees

If you have failed persistently to pay your Tuition Fees and ignored formal reminders your studies will be terminated. Please see the University [Charging and Payment of Student Fees](#) Policy.

10. Visa and immigration

Your studies will be terminated if your registration at the University would breach the requirements placed upon the University by UK Visas and Immigration (UKVI) and the UK Immigration Rules. The University's responsibilities are outlined in [Regulation A1 \(Visa and Immigration\)](#).

11. Dishonest/untrue applications and omissions

We can terminate your studies if we become aware that:

- (i) As part of the application process you provided us with fraudulent information or information which is untrue, inaccurate, incomplete and/or misleading;
- (ii) You failed to supply us with all the relevant information relating to your application;
- (iii) Any of your stated qualifications or status have been obtained by fraud;
- (iv) There is information about you which we did not previously know and which, in our reasonable opinion, makes it inappropriate for you to study on the programme.

REGULATION C10: RESEARCH DEGREES (EXCLUDING PROFESSIONAL DOCTORATES)

(formerly Regulations 2D, 3A and 3B: Research Degrees)

1. SCOPE

1.1 This Regulation covers programmes that lead to the award of PhD, DM and MPhil (and, in section 13 below, Higher Doctorates (DLitt, LDD, DSc). It should be read with the [Code of Practice on Postgraduate Research Degrees](#) and associated guidance documents.

2. ADMISSION

2.1 To be admitted to a Research Degree programme, you must provide approved identification at enrolment and provide original copies of academic transcripts or certificates if requested. You must also have one of the following:

- (a) a bachelor's degree, normally with First or Upper Second Class Honours, from a higher education institution or the equivalent if you have been educated outside the UK; or
- (b) for Doctorate in Medicine (DM) programmes: a primary medical qualification awarded by a higher education institution; or
- (c) other qualifications and/or experience that the University finds acceptable. If you are accepted under this sub clause you might be required to take an examination or attend an interview; or
- (d) successfully completed Part 1 of a Professional/Taught Doctorate at a higher education institution.

2.2 By accepting a place at the University, you confirm that you will abide by the University's rules, regulations and policies which are set out in the Keele Academic Regulations and Policies.

2.3 We will withdraw your registration if we find that you submitted a fraudulent application to the University.

2.4 If you require student visa route sponsorship to study in the UK you must meet the entrance criteria for the programme of study (see paragraph 2.1 above) and the requirements, rules and responsibilities of the UK Home Office for sponsorship. An offer of admittance to the degree programme does not guarantee student visa route sponsorship and any offer of sponsorship is made at our discretion.

3. REGISTRATION

3.1 You must enrol with the University within three weeks of starting your programme. You must re-register in each academic year by a date set by Academic Registry.

3.2 If you withdraw or allow your registration to lapse before completing your programme of study you will not be allowed to re-register, unless you get permission from the Research Degrees Committee (RDC) on behalf of Senate and meet any conditions RDC sets.

4. PROGRAMMES FOR HIGHER DEGREES BY RESEARCH

4.1 You must study your programme for the minimum period of registration (see the [Code of Practice on Postgraduate Research Degrees](#)) with the guidance of a supervisory team. The supervisory team will include a Lead Supervisor and (with the exception of PhD by Publication) a minimum of one other team member. **The registration period runs from enrolment to the formal submission of a thesis.** Extensions granted by the Research Degrees Committee will normally be for a maximum of one calendar year.

4.2 In exceptional circumstances, the Research Degrees Committee, on behalf of Senate may approve early submission of a thesis. However, we reserve the right to charge the full tuition fees for the minimum registration period stated in Regulation C1.

4.3 Postgraduate researchers taking higher degrees by research must:

(a) Demonstrate personal development and employability skills which have been gained through various routes including modules, courses and workshops, as well as any subject specific training required by their Faculty.

5. RESPONSIBILITIES AND SUPERVISION

5.1 The responsibilities and duties for postgraduate researchers and their supervisors, including the process to be followed for supervisory team changes are stated in the [Code of Practice on Postgraduate Research Degrees](#)

6. PROGRESS REVIEW 1 (PhD, DM or MPhils who request to transfer to PhD only)

6.1 You must demonstrate to the relevant Faculty Postgraduate Research Committee that you are suitable for doctoral study during your Progress Review 1 meeting (previously known as Doctoral Progression). A review must normally take place at 10 months of full-time study, and no later than 12 months (or equivalent for part-time). The review will include a formal progression meeting with a panel approved by the School PGR Lead. You will not pass doctoral progression until you fulfil the relevant research training requirements as set out in the [Code of Practice on Postgraduate Research Degrees](#). For details of when progress reviews are due for different modes of attendance, see the Progress Review Handbook.

6.2 The relevant Faculty Postgraduate Research Committee will decide that:

- (a) you are suitable for doctoral study and can progress; or
- (b) you are not yet suitable for progression and, following review, will be given a programme of work to complete over a maximum period of 2 months for full-time postgraduate researchers and 4 months for part-time postgraduate researchers. Details on the resubmission process can be found in the Progress Review Handbook.
- (c) you are not suitable for doctoral study but are suitable for Level 7 study and should transfer your registration to MPhil and prepare a thesis for submission for an MPhil award.

6.3 If you are dissatisfied with the decision under paragraph 6.2 above you can appeal the decision (see [Regulation B6 Academic Appeals](#)).

7. ACADEMIC STANDING

7.1 If you fail to remain in good academic standing the relevant committee can withdraw you from the University at any stage in your programme of study.

7.2 The following are examples of failure to remain in good academic standing:

- (a) failing to maintain a satisfactory standard of work or active engagement with your studies for at least four calendar weeks resulting in the implementation of the academic warning procedure;
- (b) dangerous and/or unsatisfactory professional conduct;
- (c) failing to pass or fulfil the requirements for any assessment which you must take as part of your programme of study.

7.3 The Code of Practice on Postgraduate Research Degrees and the Progress Review Handbook set out the formal procedures for academic warnings, recommendations for withdrawal, and the appeals process.

8. PGR HEALTH AND LEAVE OF ABSENCE

This section of the Regulation is supported by the Leave of Absence Procedure for postgraduate researchers, as set out in the Code of Practice on Postgraduate Research Degrees.

8.1 A leave of absence is an approved absence from the University. The absence period is a minimum of one month up to a maximum of 12 months, normally. During this time you must not undertake your studies. **Leaves of absence will automatically extend the end date up to the maximum periods of registration.**

8.2 You can take a leave of absence only if it is agreed and authorised by the Faculty Postgraduate Research Committee.

8.3 You can request a leave of absence for the following reasons:

- (a) medical reasons;
- (b) maternity/paternity/adoption leave;
- (c) bereavement;
- (d) personal Financial Hardship;
- (e) other valid personal reasons.

Where appropriate, we will request documentary evidence to support a leave of absence request.

8.4 You must submit any request for a leave of absence through the University's established procedures. These are outlined in the Code of Practice on Postgraduate Research Degrees and accompanying guidance on changes in your registration status.

8.5 You will normally receive communications from the University about re-registration a minimum of one month before your leave of absence is due to end. Before re-enrolment is approved, fitness to study evidence may be required. You must respond to these communications.

8.6 Applications for a leave of absence lasting longer than one academic year will be considered only in exceptional circumstances. You must apply for the leave of absence to the Faculty Postgraduate Research Committee. The Committee will seek specialist advice where necessary and will decide if permission will be granted. The committee can also set conditions.

8.7 If you experience difficulties but do not want to take a leave of absence you should speak with your Postgraduate Research Director to discuss submitting an extension request. Further guidance about extensions can be found in the Code of Practice on Postgraduate Research Degrees.

8.8 We may decide that it is in your interest to take a leave of absence, due to the state of your health, even if you have not applied for one. This is because you must be healthy enough to enable you to conduct your studies. We can, on the basis of professional advice, require you to:

(a) take a compulsory leave of absence until we are satisfied that you may resume your studies; or

(b) in exceptional circumstances, be withdrawn from the University.

8.9 You can appeal against the decision of the University to require a compulsory leave of absence or withdrawal based on your state of health.

8.10 You can appeal on one or both of the following grounds:

(a) Procedural irregularity in the conduct of the case;

(b) There is new evidence that can be proven, including exceptional circumstances, which was not known at the time, and may have affected the outcome had the Faculty Research Committee (and the Research Degrees Committee) known. There must be a valid reason for not making it known at the time.

8.11 You must submit your appeal in writing to the Academic Registrar within 10 working days of the date of the letter sent informing you of the decision.

8.12 The Academic Registrar will chair a Support to Study Appeals Panel, which will decide whether a case exists and advise you of the outcome within 10 working days.

8.13 In the event of a conflict of interest, the Academic Registrar will nominate an appropriate member of staff to deal with your appeal on their behalf. If this is the case, you will be notified of the name of the nominated person in writing.

8.14 You can submit a grievance to the University Council under the terms provided by Statute 17 (22) if you are dissatisfied with the appeal. Grievances must be submitted within 14 calendar days of the letter informing you of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can be made only on one or both of the following grounds:

(a) Procedural irregularity in the conduct of the case;

(b) There is new evidence that can be proven, including exceptional circumstances, which was not known at the time of the review, and may have affected the outcome had the Committee known. There must be a valid reason for not making it known at the time.

9. EXAMINATION

Master of Philosophy (MPhil)

9.1 The final examination will be on the basis of a thesis.

9.2 You must submit a thesis of a maximum of 60,000 words.

9.3 Alternatively, if approved by the Faculty Research Committee at the start of the programme of study, you can submit the following:

(a) a body of creative work, suitable for publication and/or exhibition, which has been documented and recorded by means appropriate for the purposes of examination and eventual deposit in the University Library; and

(b) an accompanying thesis of no more than 30,000 words showing clear evidence of academic competence and awareness of the current critical context in which the creative work has been produced.

Doctoral Degrees (PhD, DM)

9.4 The final examination will be on the basis of a thesis.

9.5 You must submit a thesis of a maximum of 100,000 words for a PhD award or 70,000 words for a DM award.

9.6 Alternatively, if approved by the Faculty Research Committee at the start of the programme of study, you can submit the following:

(a) a body of creative work, suitable for publication and/or exhibition, which has been documented and recorded by means appropriate for the purposes of examination and eventual deposit in the University Library; and

(b) an accompanying thesis of no more than 50,000 words showing clear evidence of academic competence and awareness of the current critical context in which the creative work has been produced.

10. THESIS

10.1 Your thesis must be written in English, except in language subjects where the supervisor and Research Degrees Committee has agreed it can be in another language. Elements of the thesis may be presented in an *additional* language with the approval of Research Degrees Committee.

10.2 The thesis must be your own account of your research and must be accompanied by a declaration stating this. A breach of this regulation can result in an allegation of academic misconduct (see Regulation D4).

10.3 Every copy of a thesis submitted must include an abstract of a maximum of 300 words.

10.4 The majority of the work that contributes to the thesis must have been undertaken since registering onto the current programme of study. Any work or any thesis previously submitted to a higher education institution, including Keele, cannot normally be re-submitted, except as part of re-examination unless it has been agreed with the supervisor and clearly indicated in the thesis and on the declaration form. Please refer to the Code of Practice for minimum work contributions required for transfers into Keele.

10.5 Before the degree is awarded you must deposit an electronic copy of your thesis with the University Library. This copy will be the property of the University.

11. ORAL EXAMINATION AND AWARD

11.1 You must attend an oral examination.

11.2 Once it receives your approved title and an examinational panel nomination from Faculty Postgraduate Research Committee, the Research Degrees Committee will appoint a minimum of two examiners and an independent chair for your oral examination. One of the examiners must be external.

11.3 There will be two external examiners in the following circumstances:

- (a) If the postgraduate researcher is also a member of Keele academic staff;
- (b) If no appropriate internal examiner can be found;
- (c) Any other circumstances that the Research Degrees Committee considers it necessary to have a second external examiner.

11.4 Following the oral examination, the examiners will recommend to the Research Degrees Committee that:

- (a) you be awarded the degree for which you have submitted your thesis; or
- (b) you be awarded the degree for which you have submitted your thesis once satisfactory revisions have been made to the thesis; or
- (c) you have not met the required standard for the award, but your submission is of sufficient merit to permit you to re-present your thesis within one calendar year from the date of the decision at the relevant meeting of the Research Degrees Committee and to attend a further oral examination should the examiners require it. A second oral examination will be required, unless both examiners agree that the quality of the resubmitted work meets the criteria for award of a thesis (paragraph 11.4.a or 11.4.b above). The procedures for an oral examination following resubmission will be the same as those for an initial oral examination, and examiners are required to agree a joint recommendation; or
- (d) instead of a Level 8 award, you should be approved for an MPhil award at Level 7, subject to any required minor amendments; or
- (e) instead of a Level 8 award, you should be permitted to re-present the thesis for the award of an MPhil award at Level 7, and, where required by the examiners, to attend a further oral examination within one calendar year from the date of the decision at the relevant meeting of the Research Degrees Committee; or
- (f) you should not be awarded any degree nor be permitted to re-present the thesis, nor submit to any further examination.
- (g) where the examiners are unable to come to a joint recommendation, an additional examiner or examiners should be appointed to resolve the matter.

11.5 You can appeal against the decision of the Research Degrees Committee following [Regulation B6](#).

11.7 Posthumous

- (a) A postgraduate research degree can be conferred posthumously if a postgraduate researcher dies before they were able to complete the requirements of their award. A posthumous award can be accepted on the postgraduate researcher's behalf by a parent,

spouse or other appropriate individual. If the postgraduate researcher had submitted their thesis for examination but had not yet been examined, examiners will be appointed in the usual way and will submit reports to the Research Degrees Committee for consideration.

(b) If a postgraduate researcher dies before they were able to submit their thesis for examination, the Research Degrees Committee will consider available evidence of the postgraduate researcher's ability. A sufficient amount of the research must have been completed in order to determine if the required standard has been achieved. The supervisor will submit a written statement to support the recommendation.

11.8 Aegrotat

(a) An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as a postgraduate researcher being unable to complete their award due to severe illness. All research awards are available as aegrotat awards, except degree programmes that are subject to fitness to practise requirements.

(b) An aegrotat award is a final exit award; therefore it must be the end of the postgraduate researcher's programme of study. Before a recommendation for an aegrotat award is submitted, the postgraduate researcher must indicate that they are willing to accept the award and that they understand they are waiving their right to be reassessed.

(c) If the postgraduate researcher had submitted their thesis for examination but had not yet been examined, examiners will be appointed in the usual way and will submit reports to the Research Degrees Committee for consideration.

(d) If the postgraduate researcher had not submitted their thesis for examination, the Research Degrees Committee will consider available evidence of the postgraduate researcher's ability. A sufficient amount of the research must have been completed in order to determine if the required standard has been achieved. The supervisor will submit a written statement to support the recommendation.

12. INTELLECTUAL PROPERTY RIGHTS

12.1 We, Keele University, own any Intellectual Property that arises from your studies for a research degree at the University. You must comply with the arrangements for ownership and management of intellectual property rights as set out in the Code of Practice on Postgraduate Research Degrees.

13. RESEARCH DEGREES BY PUBLISHED WORK – PHD AND HIGHER DOCTORATES (DLITT, LLD, OR DSC)

13.1 We can award research degrees by published work to candidates who have demonstrated a sustained record of academic publication.

Under this Regulation you can proceed to the following degree programmes: PhD (Doctor of Philosophy) or a Higher Doctorate: Doctor of Letters (DLitt), Doctor of Laws (LLD) and Doctor of Science (DSc).

13.2 Standards of Award

(a) Candidates for the degree of PhD by publication must meet the same standards of award as candidates for the PhD by supervision.

(b) Candidates for a Higher Doctorate (DLitt, LLD, DSc) must meet a substantially higher standard than that expected for a PhD. The work you submit must represent a substantial, original and long-term contribution, over a sustained period, to the development of knowledge within a discipline. The work must demonstrate internationally recognised excellence and that the candidate is a recognised authority in the relevant field of study.

13.3 Eligibility

(a) The PhD by publication award is based on the submission of a critical overview and portfolio of evidence containing peer reviewed published work and other outputs.

(b) In order to be eligible to submit for a degree by published work, you must, as a minimum:

i. Hold at least an undergraduate degree (or higher) from a nationally recognised higher education provider from the UK or overseas for at least six years or more

and fulfil at least one of the following:

ii. Be a Keele University staff member beyond the probationary period of employment;

iii. be an honorary member of staff

iiii. be an external applicant who can demonstrate a record of publications/ outputs of research of appropriate quantity or quality and who do not already hold a doctoral degree in the same or cognate discipline or area of research **(c)** We will normally only consider applications in subject matters for which we currently offer supervision and where appropriate supervision is available.

13.4 Application Procedure

(a) To apply for a PhD or Higher Doctorate by Published Work you must first submit the following to the appropriate Faculty Postgraduate Administrator:

i. a statement of the intended award;

ii. a critical commentary, including a précis of the work to be submitted and an explanation of the relevance of the works to the advancement of knowledge in the research area, not exceeding 500 words (PhD) or 1000 words (Higher Doctorate);

iii. your curriculum vitae (CV), including a full list of publications; and

iv. a reference

v. evidence (certificates/ transcripts) of previous publications

vi. a copy of your passport and visas (if applicable)

vii. a pre-admission form

(b) The Faculty PGR Administrator will consult with the appropriate School Postgraduate Research Lead to confirm whether the application is appropriate and that appropriate supervision is available. If satisfied, they will arrange for the Research Degrees Committee to consider the application. The Research Degrees Committee may take additional advice from within the University or externally.

(c) The approved title will be confirmed by the Faculty Research Committee, and the Research Degrees Committee will appoint two external examiners and an independent chair.

13.5 Supervision

(a) For a PhD by Published Work, the relevant Faculty will assign you an appropriate supervisor.

13.6 Submission

- (a)** If the Research Degrees Committee approves your application for a PhD or Higher Doctorate by Published Work, you must make a submission within twelve calendar months of the notification of the approval.
- (b)** You must submit an electronic copy of your portfolio, including the published works, and a critical commentary of a maximum of 10,000 words. The contents of the portfolio are explained in the Code of Practice for Research Degrees and [accompanying guidance document](#).
- (c)** The contents of your submission must be in the English language unless specific permission to use another language has been granted by the Research Degrees Committee.
- (d)** You must not resubmit outputs that have previously been considered by any higher education institution for an award, including Keele.
- (e)** The submission must be accompanied by the relevant examination fee.

13.7 Examination

- (a)** Once it receives your approved title and an examinational panel nomination from Faculty Research Committee, the Research Degrees Committee will appoint a minimum of two examiners and an independent chair for your oral examination. One of the examiners must be external.
- (b)** The examiners will examine the work submitted, write independent reports, and write a further joint report agreeing their recommendation to Research Degrees Committee. They will make a recommendation to the Research Degrees Committee who, after consideration, will make a recommendation to Senate.
- (c)** An oral examination is required for all submissions for a PhD by Published Work. For a Higher Doctorate by Published Work an oral examination will normally not be required; however, this decision is at the discretion of the examiners. Examiners must make their decision on whether or not to hold an oral examination clear in their initial reports.
- (d)** Examiners of a PhD or Higher Doctorate by Published Work will recommend that:
 - i.** you be awarded the degree for which you have made a submission; or
 - ii.** you be awarded the degree for which you have made a submission once satisfactory revisions to the critical commentary have been made; or
 - iii.** you should not be awarded any degree nor be permitted to re-present the thesis, nor submit to any further examination.
 - iv.** they are unable to come to a joint recommendation and an additional examiner or examiners will be appointed to resolve the matter.
- (e)** On behalf of the Research Degrees Committee, Student Records and Examinations will communicate the outcome of the examination process to you and any subsequent instructions before approval at Senate.

14. ACADEMIC MISCONDUCT

14.1 Any allegation of academic misconduct shall be dealt with in accordance with [Regulation D4](#) Student Academic Misconduct and the University's [Student Academic Misconduct Code of Practice](#).

15. TERMINATION OF STUDIES

15.1 [The PGR Code of Practice](#) and [Regulation B8](#) describes the circumstances where your studies at the University could be terminated.

Below amendments were approved by Senate on 24th June 2026:

Regulation C3: Bachelor's Degrees

3. PROGRAMMES OF STUDY

3.1 You must enrol or re-register for your programme of study prior to each coming academic year by the deadline, which will be notified to you by the University.

3.2 You can change your programme of study until three weeks from the start of a semester subject to the approval of the receiving Head(s) of School or nominee and depending on having met the pre-requisite academic requirements for your new programme.

3.3 If you are allowed to change your programme, you may have to successfully complete additional modules to meet the programme requirements.

3.4 If you are allowed to change your programme during Level 4 study, or from the beginning of Level 5 study, and are unable to meet the required number of subject-related credits (see para 5.2 (b) or (c) below) at Level 4 in your new programme, you must meet the overall subject-related credit requirement by the end of your new programme.

3.5 You will not normally be permitted to change your modules later than three weeks after the start of the semester. For year long modules, this means you will not normally be permitted to change these modules after week three of semester 1. An exception to this is for year-long (Semester 1 and 2) placement modules, where students who do not secure a placement by the start of semester 2, will have the option to transfer to another optional module

3.6 You may include in your Keele programme of study a limited number of modules from another higher education institution in the UK or abroad, if this constitutes part of a formal exchange scheme or credit transfer agreement.

3.7 You cannot study additional modules outside of your programme of study, other than language modules offered by the Language Centre.

Regulation B8: Termination of studies by the University – Annotated versions

1. NON-ENGAGEMENT WITH STUDIES OR ASSESSMENTS

1.1 Failure to engage with studies

1.1.1 If you do not attend compulsory learning and teaching events and/or fail to submit assessments without approval, the University may decide that you have failed to engage appropriately with your studies.

1.1.2 If you obtain a mark of 10 or below in 50% of more of the modules you have studied in the most recent semester, without approved exceptional circumstances, the University may decide you

have failed to engage with your studies sufficiently. Your school will consider your performance at the end of each semester and may terminate your studies.

1.1.3 The processes followed by the University in cases where students fail to engage sufficiently with their studies is described for taught students in the Student Attendance and Engagement Policy and for postgraduate research students in the Annual and Interim Progress Review Handbook for Research Degree Students. Additionally, all students studying on a Student Route Visa must follow the Attendance Policy and Procedure for Student Route Visa Holders.

1.1.4 Before your studies are terminated due to failure to engage with studies, the University will attempt to contact you on multiple occasions using the contact details you provided to the University and give you reasonable notice.

1.1.5 You have the right to submit an appeal against the decision of the University to terminate your studies. Such an appeal can normally only be made on the grounds of procedural irregularity or previously undisclosed exceptional circumstances.

1.2 Academic failure (UG programmes only)

3. FAILURE TO ENROL OR RE-REGISTER OR SELECT A SUFFICIENT NUMBER OF MODULES

3.1 Your studies will be terminated if you do not enrol or re-register annually, or at the end of an approved period of Leave of Absence, within the prescribed time-scales provided to you in advance.

3.2 Your studies will also be terminated if you do not, in the case of being offered a repeat year of study, confirm your wish to repeat by the specified deadline.

3.3 Your studies will also be terminated if you do not select and enrol on, within the prescribed time-scales provided to you in advance, a sufficient number of modules to study on your programme for the current academic year.

3.4

Following your termination, you may be able to return to your studies. You should submit a request in writing to the Head of Student Records and Awards, or nominee, detailing the reasons why you did not engage with the relevant process by the deadline. You will normally not be able to resume your studies until the start of the new academic year. If this is the case, you will be placed on a leave of absence until this time.

Regulation C1 – Maximum Periods of Registration

1. TAUGHT PROGRAMMES

1.1 The normal period of registration for taught programmes will be set out in the relevant Programme Specification. The maximum period of registration for taught undergraduate and postgraduate programmes is set at the normal period of registration plus three years (pro-rata for periods of part-time study). This includes approved periods of leave of absence. Programmes leading to registration with a professional body may have shorter maximum periods of registration.

1.2 In very exceptional circumstances, as a result of an academic appeal under Regulation B6 (Academic Appeals) or approved Exceptional Circumstances, a student may be granted a further one-year extension to the maximum period of registration at the discretion of the Academic Registrar (or nominee). In all circumstances, an extension can only be granted once during a programme of study. If you are studying a programme governed by a PSRB then it may not be possible in any circumstance to extend your registration.

Regulation C2: Foundation Year Programmes

10.1 Progression Requirements

Progression to Level 4 of a particular degree programme at Keele depends on you meeting the following requirements:

- (a) passing all modules of the Foundation Year. To pass a module, it is necessary to achieve a module mark of 40;
- (b) **if applicable, achieving any programme specific thresholds as published here.**

Students who do not meet the requirements set out in 10.1 (a) and (b) may still be considered for progression based on the current university entry requirements for clearing at the point of progression.

If you pass the Foundation Year with 120 credits but do not achieve the progression requirements of the receiving School after you have completed all your assessment attempts, you are not eligible for guaranteed progression to Level 4. However, you may be considered for a change of programme or route at the discretion of the relevant School

Regulation D2: Progression and classification rules (Extracts)

1.1 Rule on repeating study

1.1.1 The regulations below outline when you will be eligible for reassessment based on whether you have approved exceptional circumstances. The definition of those terms is:

- (a) If you have failed an academic year, without approved exceptional circumstances, this will be classed as 'academic failure'.
- (b) If you have failed an academic year, but have approved exceptional circumstances on all modules, this will be classed as 'failed with exceptional circumstances'.

1.2 Progression from Level 4 to Level 5

1.2.1 You can progress to Level 5 if you meet one of the following requirements:

- (a) You are awarded 120 credits at Level 4; or
- (b) (if you are a Single Honours student) you are awarded a minimum of 90 credits at Level 4, provided you still have an assessment attempt remaining on any compulsory and optional modules you have failed and there are no further assessment opportunities during the current academic year

1.2.2 You must be awarded credit for all modules failed at Level 4 (1.2.1b) either over the summer reassessment period or whilst studying at Level 5.

- (a) Compulsory and optional modules credits must be awarded within the maximum allowed two assessment attempts, or your studies will be terminated. The exception to this is where further reassessment is allowed owing to agreed exceptional circumstances, which is explained in Regulation B3 (Exceptional Circumstances).
- (b) You will not be permitted to progress to Level 6 until you have been awarded 120 Level 4 credits.

1.2.3 If you do not meet any of the progression thresholds set out in 1.2.1 above but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.2.4 If you cannot meet any of the progression thresholds set out in 1.2.1 above or you have already taken summer reassessment but still not met the thresholds, you will be given one of the following progression outcomes:

- (a) If you have not already repeated Level 4, you will be offered the following repeat year options:
 - i. Repeat Level 4 in full. You will attend a full 120 credits of Level 4 modules in the next academic year and the results from these modules will replace the results of all Level 4 modules you have previously taken, whether or not you have been awarded credit for them.
 - ii. Repeat only failed Level 4 modules. You will keep the marks from the Level 4 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 4 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

iii. Repeat only the assessment of failed Level 4 modules. You will keep the marks from the Level 4 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 4 modules you have failed. You must be awarded credit for these failed modules within the maximum allowed two assessment attempts, including any attempts you have previously taken.

(b) If you have already repeated Level 4, we will normally terminate your studies.

1.3 Progression from Level 5 to Level 6

1.3.1 You can progress to Level 6 if you meet the following credit thresholds:

(a) You have been awarded 120 credits at Level 4 and 120 credits at Level 5

1.3.2 If you do not meet the progression thresholds set out in 1.3.1 above but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.3.3 If you cannot meet the progression thresholds set out in 1.3.1 above or you have already taken summer reassessment but still not met the thresholds due to academic failure, you will be given one of the following progression outcomes:

(a) Provided you have not failed a compulsory or optional Level 4 module after the maximum allowed two attempts and have not already repeated either Level 4 due to academic failure or Level 5, you will be offered the following repeat year options:

i. Repeat Level 5 in full. You will attend a full 120 credits of Level 5 modules in the next academic year and the results from these modules will replace the results of all Level 5 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 5 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

iii. Repeat only the assessment of failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 5 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 4 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 5 study.

(b) If you have failed a compulsory or optional Level 4 module after the maximum allowed two attempts or you have already repeated Level 4 due to academic failure or Level 5, we will normally terminate your studies.

1.3.4 If you cannot meet the progression thresholds set out in 1.2.1 above or you have already taken summer reassessment and still not met the thresholds but have approved exceptional circumstances for all failed modules, you will be given one of the following progression outcomes:

(a) Provided you have not failed a compulsory or optional Level 4 module after the maximum allowed two attempts and have not already repeated Level 5, you will be offered the following repeat year options:

i. Repeat Level 5 in full. You will attend a full 120 credits of Level 5 modules in the next academic year and the results from these modules will replace the results of all Level 5 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 5 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

iii. Repeat only the assessment of failed Level 5 modules. You will keep the marks from the Level 5 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 5 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 4 module with an assessment attempt remaining, you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 5 study.

(b) If you have failed a compulsory or optional Level 4 module after the maximum allowed two attempts or you have already repeated Level 5, we will normally terminate your studies.

1.4 Failure at Level 6

1.4.1 If you do not meet the relevant award criteria set out in Regulation C3, section 5.2 but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.4.2 If you cannot meet the relevant award criteria set out in Regulation C3, section 5.2 due to academic failure, and you have already taken summer reassessment but still not met the criteria due to academic failure, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated either Level 4 or Level 5 due to academic failure or Level 6, you will be offered the following repeat year options:

i. Repeat Level 6 in full. You will attend a full 120 credits of Level 6 modules in the next academic year and the results from these modules will replace the results of all Level 6 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will attend the required number

of modules in the next academic year to replace the Level 6 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

iii. Repeat only the assessment of failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 6 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 4 or Level 5 due to academic failure or Level 6, we will normally terminate your studies.

1.4.3 If you cannot meet the relevant award criteria set out in section 1.3 above or you have already taken summer reassessment but still not met the criteria but have approved exceptional circumstances for all failed modules, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated Level 6, you will be offered the following repeat year options:

i. Repeat Level 6 in full. You will attend a full 120 credits of Level 6 modules in the next academic year and the results from these modules will replace the results of all Level 6 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 6 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

iii. Repeat only the assessment of failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 6 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining, you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 6, we will normally terminate your studies.

2.3 Progression from Level 6 to Level 7 study

2.3.1 To progress from Level 6 to Level 7 you must at least satisfy the requirements under Section 1.3 for the award of an Honours Degree in the Lower Second Class Honours category.

2.3.2 If you do not meet the progression rule above but are offered summer reassessment, your progression outcome will be confirmed once the reassessment outcome is known.

2.3.3 If you do not meet the progression rule above and you have already taken summer reassessment, you will be given one of the following outcomes:

a) Provided you have not failed a compulsory or optional Level 5 module after the maximum allowed two attempts and have not already repeated either Level 4 or Level 5 due to academic failure, or repeated Level 6 you will be offered the following repeat year options:

- i. Repeat Level 6 in full. You will attend a full 120 credits of Level 6 modules in the next academic year and the results from these modules will replace the results of all Level 6 modules you have previously taken, whether passed or failed.
- ii. Repeat only failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 6 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

- iii. Repeat only the assessment of failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 6 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated a previous level of study (excluding Foundation Year), then you shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3 and which will be classified as stated in section 1.3 above. The honours degree award title shall be such as is specified in the relevant programme specification.

2.3.4 If you cannot meet relevant progression criteria set out in 2.3.1 above or you have already taken summer reassessment but still not met the criteria but have approved exceptional circumstances for all failed modules, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated Level 6, you will be offered the following repeat year options:

- i. Repeat Level 6 in full. You will attend a full 120 credits of Level 6 modules in the next academic year and the results from these modules will replace the results of all Level 6 modules you have previously taken, whether passed or failed.
- ii. Repeat only failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 6 modules you have failed.

If you still have assessment attempts remaining upon all your failed modules you will, in addition to options i and ii, be given the following option:

- iii. Repeat only the assessment of failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 6 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 6, then you shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3 and which will be classified as stated in section 1.3 above. The honours degree award title shall be such as is specified in the relevant programme specification.

2.4 Failure at Level 7

2.4.1 Until you have obtained 120 credits at levels 4, 5, 6 and 7, you will not be able to obtain a degree award. If you fail to obtain 120 credits at level 7 and have a reassessment opportunity remaining on all failed credits, you will be offered summer reassessment to obtain the required volume of credit for your award. Your Level 7 outcome will be confirmed once the reassessment outcome is known. If you fail to obtain 120 credits at Level 7 and do not have a reassessment opportunity remaining on all failed credits, please see 2.4.3 and 2.4.4, as appropriate.

2.4.2 After summer reassessment, if you still cannot meet the requirements for your Level 7 award due to academic failure, you will be issued with one of the following outcomes.

2.4.3 If you have previously repeated any year of study due to academic failure or already repeated Level 7, your studies will be terminated and you will be issued with the highest interim exit award you are eligible for.

2.4.4 If you have not previously repeated any year of study due to academic failure or repeated Level 7 and have passed 120 credits at Level 4, 120 credits at Level 5, and 120 credits at Level 6, you will

be offered the following repeat options, unless otherwise specified in the regulations for your programme of study:

- i. Repeat Level 7 in full. You will attend a full 120 credits of Level 7 modules in the next academic year and the results from these modules will replace the results of all Level 7 modules you have previously taken, whether passed or failed.
- ii. Repeat only failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 7 modules you have failed.
- iii. (only if you still have assessment attempts remaining upon all your failed modules) Repeat only the assessment of failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 7 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

2.4.5 After summer reassessment, if you still cannot meet the requirements for your Level 7 award but have approved ECs on all failed modules, and have not already repeated Level 7, you will be issued with one of the following outcomes.

- i. Repeat Level 7 in full. You will attend a full 120 credits of Level 7 modules in the next academic year and the results from these modules will replace the results of all Level 7 modules you have previously taken, whether passed or failed.
- ii. Repeat only failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 7 modules you have failed.
- iii. (only if you still have assessment attempts remaining upon all your failed modules) Repeat only the assessment of failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 7 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

2.4.6 If you have previously repeated Level 7, your studies will be terminated, and you will be issued with the highest interim exit award you are eligible for.

Regulation D3: Board of Examiners

3. CENTRAL PROGRESSION AND AWARD BOARDS

3.1 There will be a Central Board of Examiners for each undergraduate level of study to

consider the progression and award outcomes for all candidates who are not considered by a Local or Bespoke Progression or Award Board.

3.2 Constitution: These Central Boards of Examiners will have as its membership the following:

- a Pro Vice-Chancellor, or appropriate nominee, nominated by the Vice-Chancellor in the Chair
- a representative for each subject
- the Chief External Examiner
- each Central Board of Examiners will normally have the Head of Records and Awards

REGULATION B6: ACADEMIC APPEALS

2. ALL PROGRAMMES OF STUDY APART FROM RESEARCH DEGREES

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

- (a) procedural irregularity;
 - (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, Statutes Ordinances Regulations
 - iii. there is a valid reason for not submitting an Exceptional Circumstances claim relating to these circumstances (and/or appropriate evidence) by the specified deadline (see Regulation B3).
 - (c) bias or reasonable perception of bias
-

3.2 You can only submit appeals using one or more of the following grounds:

- (a) procedural irregularity;
- (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, Statutes Ordinances Regulations
 - iii. there is a valid reason for not submitting an Exceptional Circumstances claim relating to these circumstances (and/or appropriate evidence) by the specified deadline (see Regulation B3).
- (c) bias or reasonable perception of bias

8. GRIEVANCES AGAINST APPEAL DECISIONS

8.1 After completing the appeals procedure you may be eligible to submit a grievance only if your grievance meets one or more 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.
 - (c) That the outcome was unreasonable in the circumstances
-

REGULATION B7: COMPLAINTS

8. GRIEVANCE

8.1 If you have submitted a complaint under this Regulation that has been dealt with by the Academic Registrar but are not satisfied with how the complaint was dealt with, you may be eligible to submit a grievance to the University Council under the provisions of Ordinance D3 only if your grievance meets one or more 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.

(c) That the outcome was unreasonable in the circumstances

REGULATION B5: FITNESS TO PRACTISE

6. APPEALS AGAINST DECISIONS OF THE UNIVERSITY FITNESS TO PRACTISE COMMITTEE

6.1 You can only submit appeals using one or more of the following grounds:

- (a) procedural irregularity;
 - (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, Statutes Ordinances Regulations
 - iii. there is a valid reason for not submitting an Exceptional Circumstances claim relating to these circumstances (and/or appropriate evidence) by the specified deadline (see Regulation B3).
 - (c) bias or reasonable perception of bias
-

10. GRIEVANCE

10.1 After completing the Fitness to Practise procedures you may be eligible to submit a grievance only if your grievance meets one or more 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.
- (c) That the outcome was unreasonable in the circumstances

