

Hibernia College Quality Framework

Procedure for College Initiated Withdrawals Due to Non-Engagement



HIBERNIA
COLLEGE

1 Introduction

1.1 Purpose and Parent Policy

The procedure outlines the steps by which the College may deem a student withdrawn from their programme, under the *Policy for Withdrawal from Studies*.

1.2 Responsibilities

a. Student responsibilities

- i. Students are responsible for familiarising themselves with the policies, procedures, and regulations for their programme.
- ii. Students are also responsible for all of the consequences of withdrawal.

b. College responsibilities

- i. The Registrar has responsibility for implementing the procedure for withdrawals in consultation with the Director of Programme and with the support of the Director of Student and Alumni Support and Services, as required.

2 Procedure

2.1 Procedure for Withdrawing a Student for Non-Engagement

a. Non-engagement

- i. Where a student is not engaging with their programme (under the *Policy for Withdrawal from Studies*), this is brought to the attention of the Director of Programme.
- ii. The Director of Programme, in consultation with their programme team and other College departments as appropriate, uses all reasonable means to attempt to contact the student to notify them that they are being considered for withdrawal due to non-engagement, requesting a response within five working days with evidence excusing non-engagement.

b. No response

- i. Where the student fails to respond within the allotted timeframe, the Director of Programme recommends to the Registrar that the student be withdrawn from the programme under the procedure for withdrawing a student from a programme (as outlined in this document).

c. Evidence excusing non-engagement

- i. Where the student responds with evidence excusing their non-engagement, the Director of Programme determines if they have a valid reason for non-engagement, such as:
 - Serious illness
 - Serious personal or family circumstances.
- ii. **Note:** The evidence must explain the reason the student was unable to contact the College to inform them of the relevant circumstances and not simply state the fact of the circumstances.

d. Acceptance of evidence excusing non-engagement

Where the Director of Programme accepts the evidence excusing non-engagement:

- i. The Director of Programme invites the student to a meeting to arrange for the student to re-engage with the programme within the framework of the programme's rules and regulations.
- ii. The student must accept responsibility for compliance with any arrangements permitting them to continue with the programme and for any related consequence (for example, transfer to another cohort).

e. Non-acceptance of evidence excusing non-engagement

- i. Where the Director of Programme does not accept the evidence excusing non-engagement, the student is notified of this decision in writing, noting the right to appeal the decision under the relevant appeals procedure.
- ii. The Director of Programme recommends to the Registrar that the student be withdrawn from the programme, under the procedure for withdrawing a student from a programme (as outlined in this document).

2.2 Procedure to Withdraw a Student from a Programme Due to Non-Engagement

a. Notification of recommendation to withdraw

- i. The Director of Programme notifies the Registrar of the recommendation to withdraw a student for non-engagement and the rationale for it.
- ii. This recommendation happens *after* the expiry of any appeal window for the relevant decision. This means that the withdrawal itself cannot be appealed — only the decision resulting in the recommendation to withdraw the student.

b. Confirmation

- i. The Registrar, or nominee, acknowledges the decision-maker's recommendation in writing and writes to the student, noting the:
 - The intention to withdraw the student
 - The decision which led to the recommendation to withdraw
 - The date by which the withdrawal will come into effect (normally five working days after notification by the College)
 - The consequences of withdrawal in respect of rights and entitlements
 - The fact that the student is entitled to credit for any completed modules, pending a decision of the Board of Examiners.

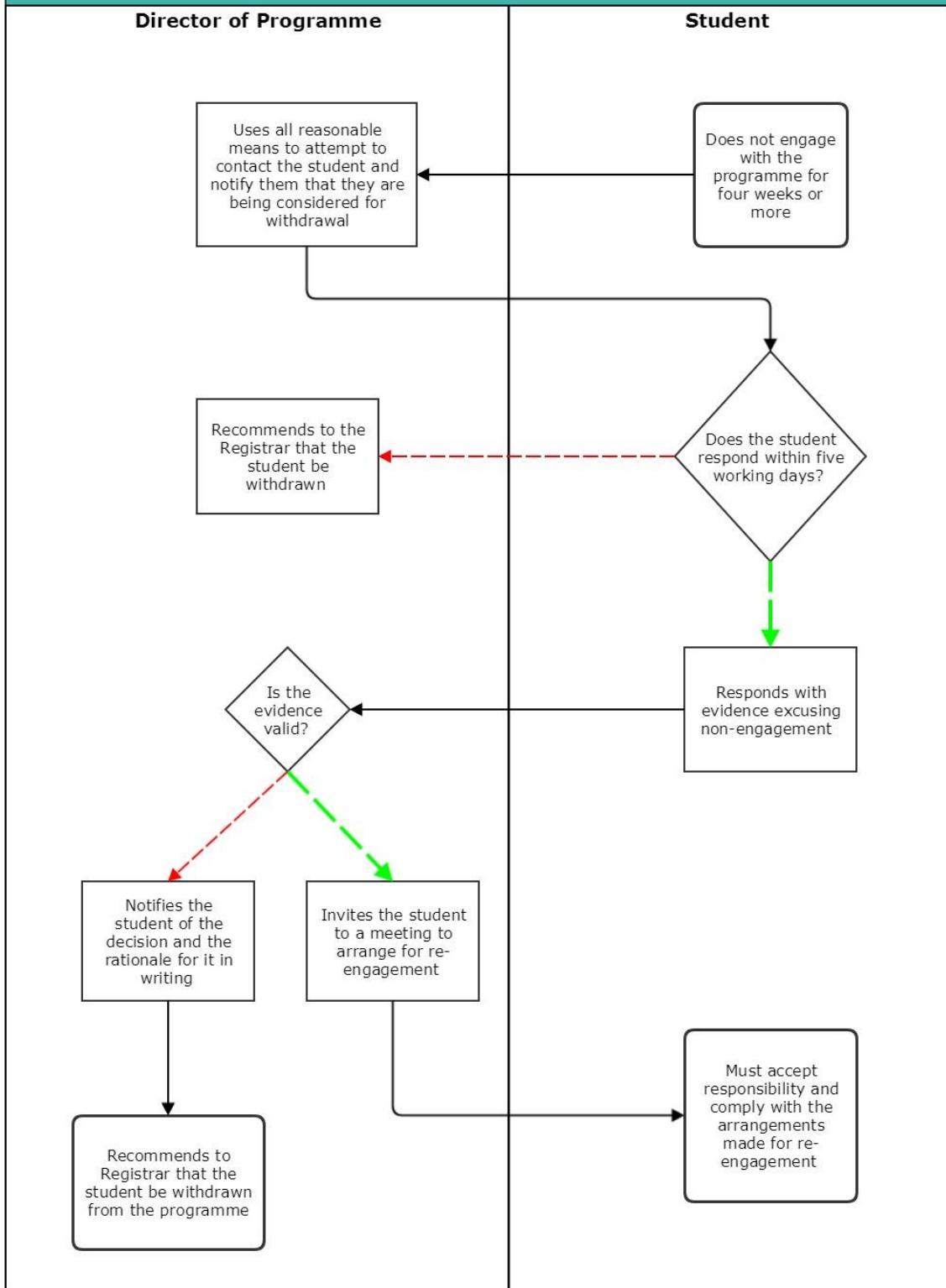
c. Withdrawal

- i. The Registrar, or nominee, withdraws the student from their programme, revoking all access rights and entitlements to the programmes and services of the College.
- ii. The Registrar, or nominee, notifies all relevant College departments of the student's withdrawal.

Simplified: Withdrawal for Non-Engagement



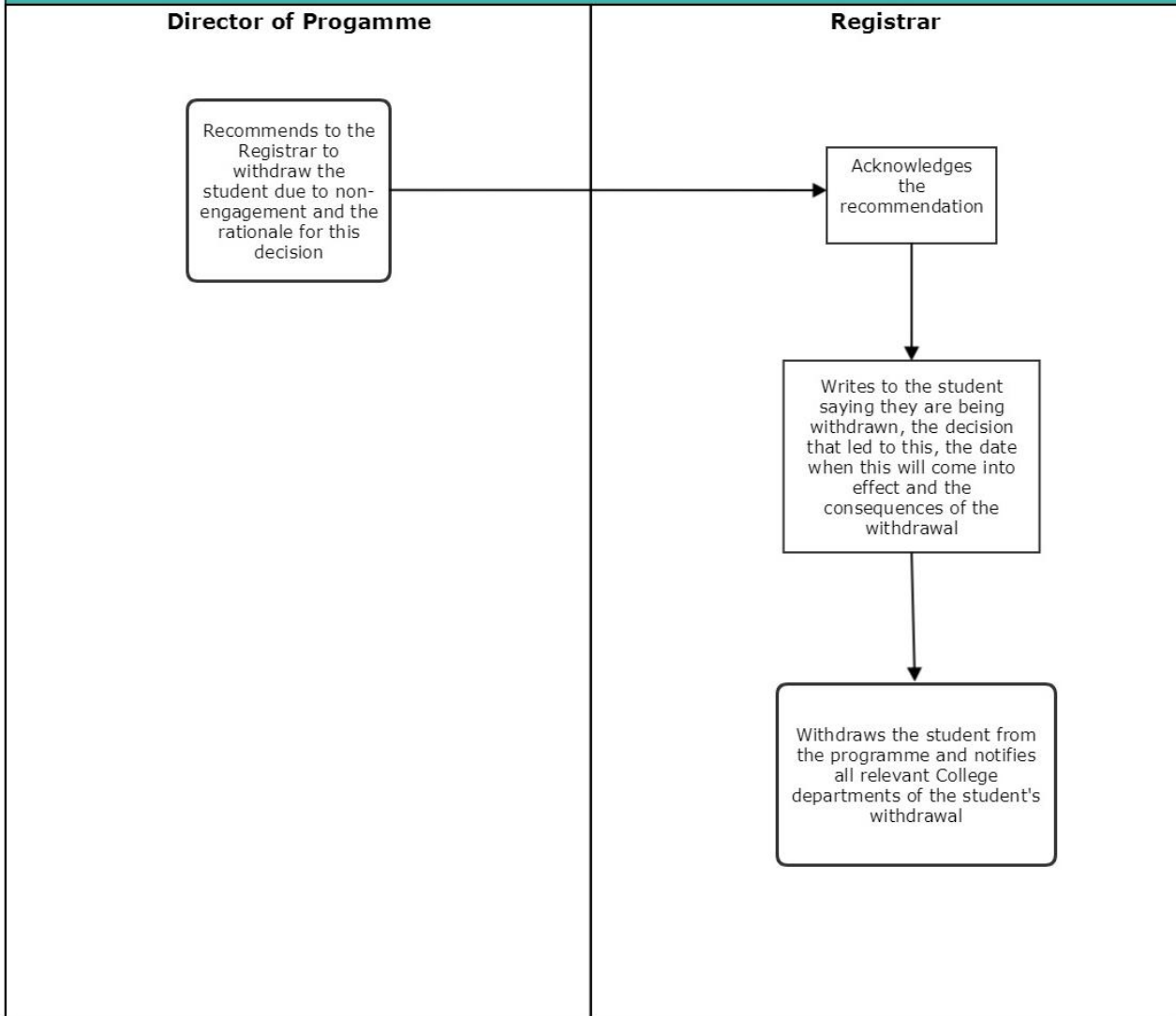
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Simplified: Withdrawing a Student from a Programme Due to Non-Engagement



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3 Document Control

Document Title	Procedure for College Initiated Withdrawals Due to Non-Engagement		
Author	QA Officers		
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Related Policies	Policy for Withdrawal from Studies Policy for Appeals Policy for Student Support
Related Procedures	Procedure for Student-Initiated Withdrawals Procedure for Appeals of Decisions on Evidence Excusing Non-Engagement
Related Resources	