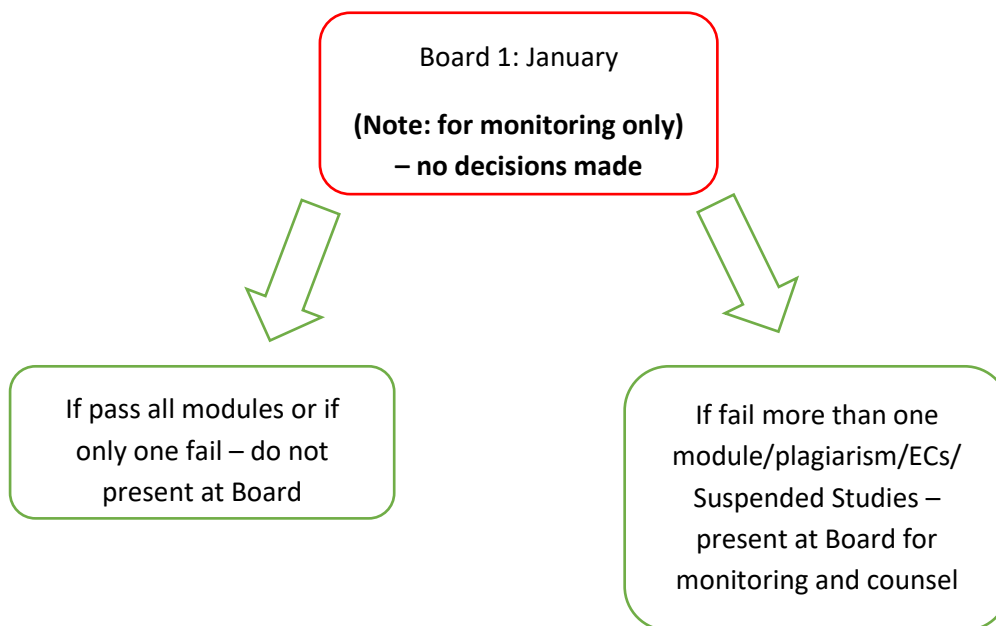


SEPTEMBER STARTS – YEAR 1 (1/A Students)

180 Credit Programmes



Further Considerations at Board:

a) Withdrawing Students:

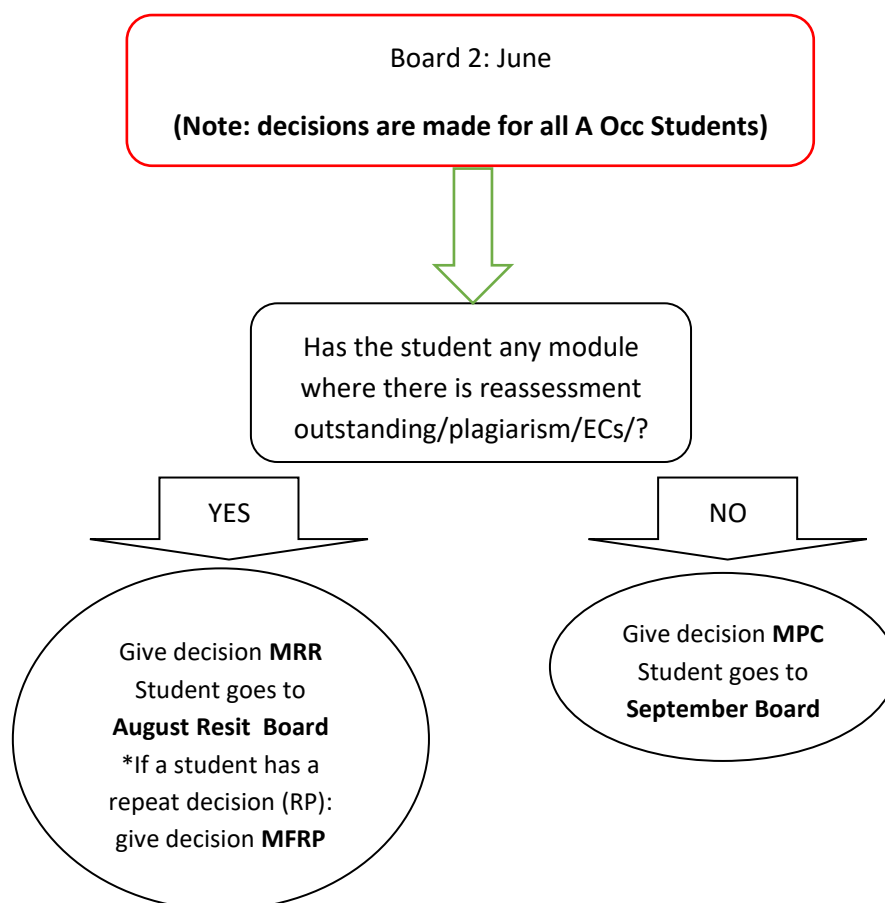
If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

1. Remove student from all open modules (i.e. WI off open modules – SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
2. Make a note in the Minutes Section of the module that has been WI'd – i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt – informed by Int Supp / Finance on (Date) XXX"
3. Board decision MUST be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

b) Students on Suspended Studies:

1. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
2. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
3. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):
 - 0-10 credits – WN
 - 20-40 credits – AWDCC
 - 60-120 credits – AWDFN
 - If student has asked to exit – AWDEX

SEPTEMBER STARTS – YEAR 1 (1/A Students)



*MFRP is not used in the Business School but is in use for other MSc's within the University.

Further Considerations at Board:

c) Withdrawing Students:

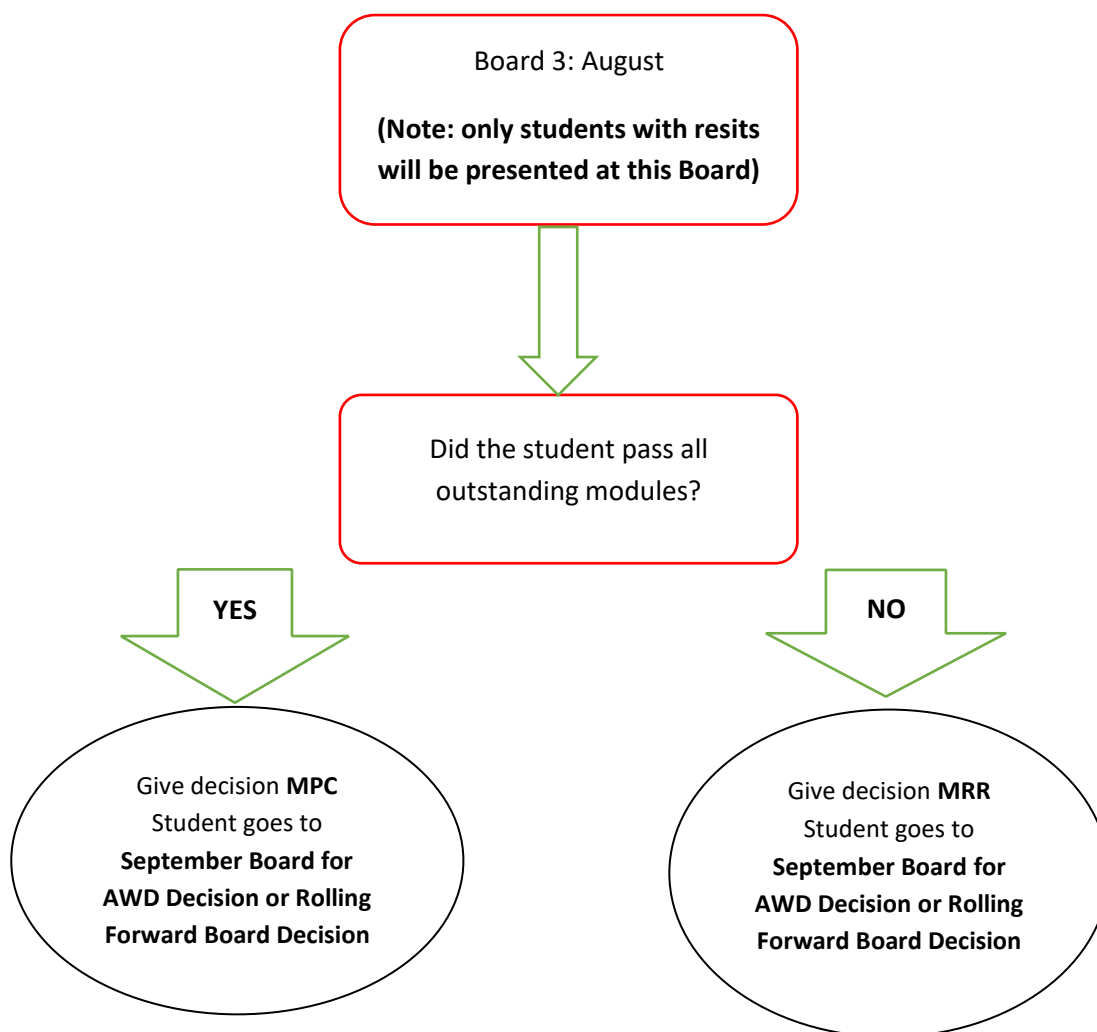
If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

4. Remove student from all open modules (i.e. WI off open modules – SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
5. Make a note in the Minutes Section of the module that has been WI'd – i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt – informed by Int Supp / Finance on (Date) XXX"
6. Board decision MUST be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

d) Students on Suspended Studies:

4. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
5. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
6. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):
 - 0-10 credits – WN
 - 20-40 credits – AWDCC
 - 60-120 credits – AWDFN
 - If student has asked to exit – AWDEX

SEPTEMBER STARTS – YEAR 1 (1/A Students)



Further Considerations at Board:

e) Withdrawing Students:

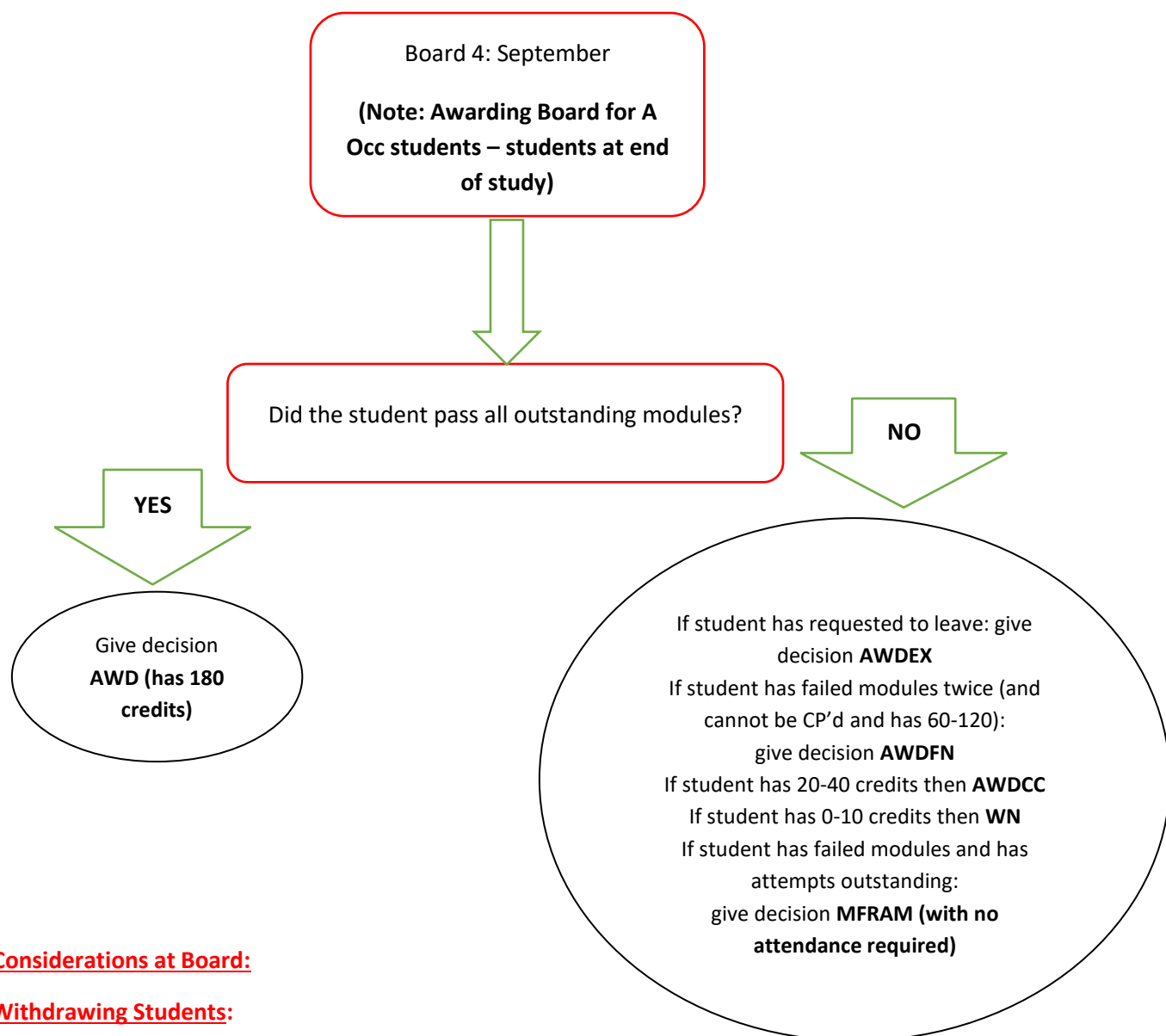
If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

7. Remove student from all open modules (i.e. WI off open modules – SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
8. Make a note in the Minutes Section of the module that has been WI'd – i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt – informed by Int Supp / Finance on (Date) XXX"
9. Board decision **MUST** be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

f) Students on Suspended Studies:

7. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
8. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
9. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):
 - 0-10 credits – WN
 - 20-40 credits – AWDCC
 - 60-120 credits – AWDFN
 - If student has asked to exit – AWDEX

SEPTEMBER STARTS – YEAR 1 (1/A Students)



Further Considerations at Board:

Withdrawing Students:

g)

If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

10. Remove student from all open modules (i.e. WI off open modules – SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
11. Make a note in the Minutes Section of the module that has been WI'd – i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt – informed by Int Supp / Finance on (Date) XXX"
12. Board decision **MUST** be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

h) Students on Suspended Studies:

10. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
11. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
12. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):
 - 0-10 credits – WN
 - 20-40 credits – AWDCC

SEPTEMBER STARTS – YEAR 1 (1/A Students)

60-120 credits – AWDFN

If student has asked to exit – AWDEX