# UNIVERSITY OF KENT

# QUALITY ASSURANCE AND COMPLIANCE OFFICE

# ACADEMIC DILIGENCE

# TERMINATION OF REGISTRATION - CHECKLIST

**Part A**

*(This part to be completed by the Academic School staff)*

**Name of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Academic School staff)**

1. The Division’s approved procedures, implementing the University’s academic diligence procedures, provide you with authority to recommend to the Director of Division (or nominee) that a student be required to withdraw from the University, following completion of all required preliminary stages of the academic diligence procedures undertaken.
2. Before returning this form, please ensure you append the following supporting documentation:

|  |  |
| --- | --- |
|  | **Attached** |
| **Step 1 Initiating the procedure:** * Copy of email sent to the student informing them that the academic diligence procedure has been initiated and they are on step 1 of the procedure.
* Copy of email sent to the student inviting them to attend a meeting.
* Details as to whether or not the student attended the meeting.
 |  |
| **Step 2 Action Plan review:** * A copy of the action plan and accompanying email sent to the student following the meeting, including details of the review meeting they are required to attend.
* Details of whether or not the student attended the step 2 review meeting and an explanation of how the student failed to comply with the action plan
* A copy of the email sent to the student informing them which target(s) of their action plan were not achieved and that they have been moved to step 3 and referred to the Director of Division (or nominee) with a warning that they may be de-registered if they do not provide evidence that supports their continued study.
 |  |
| **Step 3 Divisional review and Outcome:** The Division will initiate and complete the de-registration procedure. |  |

## Appeal

The student has a right to appeal the decision to terminate their registration by submitting an appeal to the Quality Assurance and Compliance Office within **15 working days** of the date of notification of their de-registration. The appeal procedure is set out in the [Academic Appeals Policy.](https://www.kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance/policies)