

## Procedure for Consideration for an Extension to a Maximum Period of Study (“Registration Period”) 2021-22

*Approved by Senate 1 September 2021*

### 1. Introduction

- 1.1 This procedure is prescribed by Senate in accordance with paragraph 4.14 of the General Regulations for Students and Programmes of Study.
- 1.2 This procedure covers consideration for an extension to a maximum period of study (“registration period”), where this is provided for in the Programme Regulations.
- 1.3 The Academic Registrar or his/her nominee is responsible for providing guidance to students and others on the operation of this procedure, including guidelines on the criteria which are taken into account by the Registration Extension Panel. Any doubt over the interpretation of these procedures or any matter on which these procedures are silent shall be determined by the Chair of Senate.
- 1.4 Students wishing to make a representation under these procedures may wish to obtain guidance from the President or Vice-President (Education and Welfare) of the Students’ Union, their personal tutor(s), and current publications available on the St George’s website.
- 1.5 In this procedure any named officer may delegate her or his responsibilities to another member of St George’s; similarly, the procedure shall not be invalidated by an officer of St George’s acting in the place of another named in these regulations where circumstances make this expedient.
- 1.6 Any doubt over the interpretation of these procedures or any matter on which these procedures are silent shall be determined by the Chair of Senate.

### 2. Registration Extension Panel procedure

- 2.1 A student will be given consideration for an extension to a maximum period of study (“registration period”), where this is provided for in the relevant Programme Regulations. This shall be undertaken by a ‘Registration Extension Panel’, as appointed by Senate. The Panel shall normally complete its consideration and notify the student of the outcome within six weeks of the student making his/her application. The Panel meeting will be held either in person or remotely.
- 2.2 The Registration Extension Panel shall consist of:
  - (a) The Principal or Dean or Associate Dean in the Chair;

- (b) The Chair of the Board of Examiners OR the Chair of the sub-Board of Examiners OR the Assessment Lead for the section of the course from which students are to be considered;
- (c) One member of academic staff with a remit that includes student welfare.

The clerk to the Panel shall be the Academic Registrar or his/her nominee.

- 2.3 Applications to the Registration Extension Panel should normally be submitted by a student via the Student Conduct and Compliance Team at least 6 weeks prior to the expiry of his/her registration. The application should consist of a statement outlining the grounds on which an extension to the period of study should be granted and be accompanied by any evidence upon which the student wishes to rely. The factors which *may* be taken into account by the Registration Extension Panel are set out in the '*Criteria in respect of applications for an extension to a maximum period of study ("registration period")*'.
- 2.4 Unless the student demonstrates exceptional circumstances, the Registration Extension Panel shall not normally consider a retrospective application for an extension to a maximum period of study following the expiry of the student's registration period.
- 2.5 The Registration Extension Panel shall have available to it the student's statement and any other supporting evidence provided; copies of the student's assessment marks; and copies of any other relevant information.
- 2.6 A meeting of the Panel may consider more than one student. Students shall not have the right to appear in person before the Panel.
- 2.7 In the event that the Panel decides to grant an extension to the maximum period of study ("registration period"), it has discretion to decide the length of that extension and thus the new period of study end date.
- 2.8 The decision of the Panel, with reasons, shall be sent to the student in writing by the clerk to the Panel within 10 working days of the Panel's meeting.
- 2.9 A student is permitted to submit a request for an extension to the maximum period of study ("registration period") on more than one occasion.

### **3. Appealing the Decision of the Extending Period of Registration Panel**

- 3.1 A student not permitted an extension to a maximum period of study ("registration period"), and whose registration will therefore be terminated, may request the Chair of Council or his/her nominee to review the case and establish an Appeals Committee, on one or more of the grounds specified in paragraph 3.2 below. Notice of appeal must be lodged in writing with the Director of Governance, Legal and Assurance Services normally within 10 working days from the date of notice of the decision of the Panel. The Director of Governance, Legal and Assurance Services or her/his nominee will act as Clerk to Council.

- 3.2 The Chair of Council or his/her nominee shall establish an Appeals Committee if he or she considers that one or more of the following grounds apply:
- (a) there is new relevant and substantial evidence available which could not reasonably have been brought to the attention of the Registration Extension Panel;
  - (b) there has been a procedural irregularity during the operation of the earlier stages of the Extending Period of Registration Procedure that is sufficiently serious to warrant the establishment of an Appeals Committee to review the decision of the Registration Extension Panel;
  - (c) the decision of the Registration Extension Panel was manifestly unreasonable.

Before the Chair of Council or his/her nominee is asked to consider the establishment of an Appeals Committee, the Director of Governance, Legal and Assurance Services reserves the right to go back to the chair of the Registration Extension Panel, should it be clear that there would have been a different outcome had the evidence now provided by the student been available at the time, to reconsider the decision of the Registration Extension Panel.

- 3.3 The procedure for the appointment and conduct of an Appeals Committee shall be as specified in the document '*Student Appeals Committee Procedure*' approved by Senate. Students requesting an appeal under this procedure should write a short, focused statement setting out the grounds for the appeal and should only include any new evidence that has not been previously presented and which supports the written statement.
- 3.4 The decision of the Chair of Council or his/her nominee and/or the Appeals Committee on behalf of the Council, shall be final and shall conclude St George's internal procedures. The Academic Registrar shall be notified of this decision by the Clerk to Council and the Academic Registrar or his/her nominee shall inform the student in writing of the decision and issue a Completion of Procedures (CoP) letter within 10 working days of this decision being taken.

*\*These procedures will not be invalidated if the role title named in the procedure has changed or a nominee acts in the place of another named in the procedure.*