

Glossary of terms relating to Fitness to Practise, student complaints and academic appeals

Please note: the full Procedures or Regulations referred to within this document will always take precedence over the details in this Glossary, which is a summary.

Academic Appeal

A student may appeal against a final decision of an examination board, progress or graduate committee if they have reason to believe for example, that the University has not followed its policies or procedures in relation to their assessment, or that their progress or performance has been affected by circumstances that the examination board was not made aware of, for a credible and compelling reason, when the decision was made. Other valid grounds for appeal include evidence of prejudice or bias, a lack of proper assessment by one of the examiners or unsatisfactory supervision. Further details can be found in the [Appeals Procedure](#)

Complaint

If a student is dissatisfied with aspects of their experience whilst at the University they should discuss this in the first instance with their Academic Advisor or the person(s) who may be able to assist in helping to resolve issues. If they are unable to resolve the concerns students may use the [Complaints Procedure](#)

Expulsion

Expulsion means that a student has been told to leave their programme of study before it has been completed. Their registration with the University will end together with any rights and privileges they had as a member of the University.

An expulsion can occur following a University Disciplinary Committee or a Fitness to Practise Committee

Fitness to Practise

If a student is on a programme leading to registration with a professional body or is a registrant undertaking a programme at the University, the University has a responsibility to make sure that students' health and conduct is of a standard that enables them to practise safely and effectively before they can register as a professional. Please see the [Fitness to Practise Procedure](#)

Interruption

Interruption is sometimes called intermission, suspension of studies, intercalation or taking a break in studies and means that students stop attending their programme and re-join later, normally at the beginning of the next semester or academic year. At the University of Manchester we refer to this as interruption.

An interruption can be used where a student's personal or health circumstances mean that they can no longer continue with their studies at the present time.

A period of interruption would not normally be for any longer than one year.

Students need to consider when applying for an interruption that when they return, their programme may have changed or not be available. An interruption means that they will be ending the contract they entered at the start of their programme and a new one would commence when they return. Further details can be found in the [Interruptions Policy](#)

Mitigating Circumstances

Mitigating circumstances are 'unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student.' A student is able to make a claim to the [Mitigating Circumstances Procedure](#); if accepted, a number of possible allowances can be made to mitigate the effects on a student's performance.

Suspension/Exclusion

Suspension/exclusion involves a limit on, or withdrawal of, a student's access to their programme and/or the University facilities or services. It may also involve a restriction on communicating with a named person or persons. A suspension/exclusion may occur as part of a disciplinary or Fitness to Practise process as a temporary measure pending the outcome of the process or as an outcome from it. Withdrawal from the University due to academic failure may also sometimes be referred to as an exclusion.

Withdrawal

Withdrawal is when a student permanently leaves their programme before they have completed it. The University may conclude that a student has withdrawn if they stop attending or engaging with their studies. The University may withdraw a student if they fail to pass their studies. An exit award will be awarded if sufficient credits have been passed.