

Procedure 06: 2024 Version 1
 Effective from: 08 October 2024



8 October 2024	2018 Version 2.3	Minor changes to job titles. Clarification of appeal outcomes.
1 February 2021	2018 Version 2.2	Minor changes to timescales.
1 November 2019	2018 Version 02	Minor changes to wording.
1 October 2018	2015 Version	General update.

Head of Student Administration.	Senate Regulations and Special Cases Committee.	08 October 2024.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

1. This procedure applies to students on undergraduate and postgraduate taught programmes and to postgraduate research students. This procedure does not apply to:

Disciplinary or academic misconduct cases. Such cases must be considered under the University's Regulation for Student Discipline

be external standards applied to students on programmes leading to professional qualifications.

Evidence of insufficient commitment to University study, for example, repeated unwillingness to participate in group activities, seminars, tutorials or presentations.

Evidence that work submitted for assessment is consistently below the threshold standard to the extent that the student will be unable to redeem failure by reassessment.

Failure to meet specific requirements defined for a particular programme of study by the University or Partner Institution and made known to students prior to admission.

4. Schools must have documented procedures in place for identifying those students whose progress is causing concern and for referring such students to relevant central and school support services. Schools must also ensure that students are provided with an opportunity to discuss their progress with a personal tutor (or equivalent) before their progress is formally considered as defined in paragraph 5.
5. A student's progress must be considered in the first instance by appropriate committees, or sub-committees, within the school(s) responsible for the student's programme of study. Such committees must carefully consider all special circumstances, including any written evidence submitted by the student, and any measures that may be taken to assist or advise the student. The Head of School (or nominee) must inform the students in writing that their progress is considered to be unsatisfactory and the students must be given an opportunity to improve their academic performance. Students must be given a defined period of time to improve, at the end of which progress will be reassessed. The period of time between a written warning and reappraisal of performance will be determined by the school, taking into account the scheduling of activities and assessments and the nature of the matters that led to concerns about a student's progress.
6. Where a student's unsatisfactory progress affects the ability to complete a professional placement (including research work undertaken at a location outside the University), the school may remove the student from the placement location pending consideration of the recommendation to terminate the student's studies.
7. A recommendation to terminate a student's studies must only be made when:
 - All attempts by the school(s) to remedy the situation have failed.
 - The student has ignored advice to consider suspension of studies or withdrawal.
 - The student has failed to comply with mutually agreed conditions to try to rectify the problems.
8. A recommendation to terminate a student's studies must be presented in writing, with supporting evidence, by the Head of School to the Head of Student Administration

15. The student may be accompanied at the Panel of Enquiry by a person of their choosing, for example a friend, personal tutor, a representative of the Students' Union, or any employee of the University. Students must inform the Head of Student Administration within a full 5 working days of receiving notice of the date of the meeting if they wish to be accompanied by a legal representative.
16. The Panel of Enquiry must normally be conducted as follows, unless deemed otherwise for specific reasons and with the agreement of all participants.

Panel members will review the main elements of the case as summarised by the Chair.

The Chair will agree the format of the Panel hearing.

The Chair will explain the remit of the Panel, the format of the hearing and the decisions it is empowered to reach.

The Head of School will present the case in favour of terminating the student's studies and may call upon witnesses as necessary.

The student (or their representative) will be given an opportunity to contest any statements or facts in the Head of School's presentation.

The student (or their representative) will be given an opportunity to present any information in relation to the case and may call witnesses.

The Panel members will be given an opportunity to question the student, the Head of School, and any witnesses.

The Head of School will be given an opportunity to present any additional comments and/or concluding remarks.

The student (or their representative) will be given an opportunity to present any additional comments and/or concluding remarks.

The student will be told that the Panel's decision will be conveyed in writing by the Secretary.

The Panel will review the case and will approve one of the following decisions:

- (i)

suspension of studies. This decision is only appropriate in cases where there are extenuating circumstances that have affected the student's attendance and/or performance. This decision is also appropriate in cases where the Panel believes that the student was not given sufficient opportunity, prior to the Panel of Enquiry, to pursue the option of suspending studies.

- (iii) That the student's studies will be terminated by the Panel (who may empower the Chair to act executively) at an agreed point in the future, if progress remains unsatisfactory based on the results of all modules completed within that timescale. The Panel must also be confident that there will be sufficient evidence from such modules for the Chair to be able to judge whether progress remains unsatisfactory.
- (iv) That the student's studies will be terminated at the end of the current term or semester, whichever is sooner.
- (v) That the student's studies will be terminated immediately.

17. In cases where the Panel approves decisions ii, iv, or v (as defined in paragraph 16), the Panel's decision must be executed in accordance with the University's procedures for suspension or termination of studies and as described in paragraph 18.

18. The Panel's decision must be conveyed in writing to the student by the Panel's secretary. The letter sent to the student will also include statements appropriate to the Panel's decision as follows:

- (i) In cases where the Panel approves decisions i, ii or iii (as defined in paragraph 16), a statement will explain that the Panel's decision does not in any way guarantee that the student will be successful in future assessments, and that any future decisions on progression and/or degree classification will be subject to a decision by an appropriately convened Board of Examiners or committee as defined in the relevant regulation..
- (ii) In cases where the Panel approves decision ii, there will be both a statement as defined in paragraph 18i and a statement that the decision will be enforced according to the University's procedures for suspension of studies. In accordance with these procedures, the student must be advised to contact, within 10 working days, where practicably possible, of receiving the Panel's decision, a named officer, normally the Student Administration Manager to formally pursue the option of suspension of studies. If the student does not contact the named officer within 10 working days, or if the student disengages with the process at any time thereafter, then the matter will be referred to the Chair of the Panel to approve the immediate termination of the student's studies.
- (iii) In cases where the Panel approves decision iv or v, there will be a statement that the decision will be enforced according to the University's procedures for suspension of studies. In accordance with these procedures, the student will be advised to contact, within 10

