

## Business School

### Student Monitoring Procedures

#### Highlights

- Standard approach to dealing with class certificate administration across all courses.
- Simplification of administration and transfer of administration load to the Secretariat.
- Advice that class certificates can be withdrawn without further warning once a student has had a 'C6' – *even if the registry or the student's advisor has reinstated the student.*

#### Details

This policy outlines the Business School implementation of the Student Monitoring procedures, which can be found on the web at:

<http://www.abdn.ac.uk/registry/quality/section6.shtml#sub6>

The section dealing with Class Certificates is the one immediately following, at:

<http://www.abdn.ac.uk/registry/quality/section6.shtml#sub7>

In addition, the registry guidance on monitoring can be found at:

<http://www.abdn.ac.uk/registry/monitoring.shtml>

The following points from the University procedures should be noted:

- Students can be put 'at risk' during weeks 5 to 9.
- The circumstances under which a student's class certificate can be withdrawn must be clearly explained in the course documentation.
- If a student responds to a registry warning letter, the registry can clear the C6. If the student does not respond, then they are referred to the Director of Undergraduate Programmes.
- Advisers of studies can review the status of their advisees through the Student Record System.
- A student who has had a C6 can have their class certificate withdrawn – even though they have been reinstated by the registry or the DUP – if they subsequently fail to meet the relevant criteria. *No further warning is required at this stage.*

#### Business School Implementation

In order to simplify monitoring, reduce the burden on course coordinators, and ensure that students are treated consistently, the following arrangements will be put in place:

1. Levels 1 and 2:

- The school Secretariat will collect attendance and submission information on course, and will automatically 'C6' students who fail to meet the class certificate requirements. They will continue to manage this process throughout the 'warning' period from week 5 to week 9, keeping course coordinators aware of which students are at risk.
- Where a student has had their 'at risk' status removed by the registry, the DUP, or their adviser, the Secretariat will inform the course coordinator, so that any special monitoring arrangements can be put in place.
- In the final week of teaching, the Secretariat will provide each course coordinator with lists of all students presently registered for their courses who have failed to meet the class certificate criteria. If the course coordinator believes that some of these should be allowed to retain their class certificates – e.g. because their failure to meet the criteria was a consequence of personal or medical circumstances – then the coordinator will give the names of these students to the Secretariat. All the other students on the list will have their class certificates withdrawn automatically.

## 2. Levels 3 and 4:

- The Secretariat will record data on attendance and submission in the same way as with courses at levels 1 and 2.
- In week 6, the Secretariat will automatically 'C6' all students who have not met the class certificate criteria for the course.
- From week 7 onwards, the Secretariat will keep the course coordinator informed of the status of students who do not meet the class certificate requirements for the course, but it will be the course coordinator's duty to monitor these students and ensure that their status is correctly recorded.
- In the last week of teaching, the Secretariat will provide each course coordinator with lists of all students, presently registered for their courses, who have failed to meet the class certificate criteria. The course coordinator will consider whether students on this list should have their class certificates withdrawn, and will take appropriate action – either via the Student Record system or by passing a list to the Secretariat.