

GUIDELINES FOR DEALING WITH UNSATISFACTORY STUDENT PROGRESS: POSTGRADUATE TAUGHT STUDENTS

Schools should ensure that they have followed the Code of Practice for postgraduate taught programme students.

Code of Practice for Postgraduate Taught Students

The Code of Practice for postgraduate taught programme students stipulates that teaching staff are responsible for providing students with, amongst other things, clear information on:

- Methods of assessment, deadline for submitting assessments, penalties for late submission of assessments and marking criteria;
- Criteria for progression from a Postgraduate Certificate to a Postgraduate Diploma, or from a Postgraduate Diploma to a Master's programme, where applicable;
- The implications of unsatisfactory progress, or failure to achieve a required standard for progression to the next stage of the programme.

Teaching staff are also responsible for providing appropriate assistance to help students progress in learning by, amongst other things:

- Being accessible to students at reasonable times to provide assistance in dealing with academic difficulties arising in the course;
- Identifying inadequate progress and initiating appropriate remedial advice or action;
- Recommending remedial language tuition (where appropriate).

Non-progression

At the end of each stage of the programme, the Examiners¹ will determine whether a student has met the criteria for progression as outlined in Section 9.1 and should be permitted to progress to the next stage. If the student has not met the criteria for progression, the School will notify the student formally in writing that their studies have been terminated. A copy of this communication will also be sent to the Registry, who will then withdraw the student on the University's Student Record System and, if the student is studying on a Tier 4 visa, report to the student to the UK Borders Agency as no longer studying at the University.

Unsatisfactory performance during a stage

Where a School has decided that a postgraduate student's performance during the teaching of a stage, i.e. prior to end of a stage and therefore prior to a decision on progression to the next stage in line with Section 8, has given rise to anxiety and the Course Co-ordinator has followed the guidelines set out in Section 10, the Course Co-ordinator should report the matter to the Programme Co-ordinator. The student should then be warned formally that his/her performance and/or attendance is such that if it is not improved he/she may be asked to discontinue study. This should be done by the Programme Co-ordinator and/or Head of School and will normally take the form of an interview. The warning should immediately be followed by a letter to the student. The letter should indicate the requirements for improvement and the implications if these are not met.

Should the student's performance/attendance not improve, the Programme Co-ordinator, via the Head of School should formally notify the relevant College, through the Registry.

General Regulation 8 for Taught Postgraduate Awards states that “Senatus Academicus shall have the power to terminate at any time a person’s candidature, whether on the recommendation of the relevant Head of School or Programme Co-ordinator or otherwise, on being satisfied that there is sufficient reason to do so.”

If, on behalf of Senate, the relevant College upholds the Schools recommendation to discontinue study the student will be informed in writing by the Registry and advised of the right to submit an appeal against the decision.