Frequently Asked Questions
FOR STUDENTS “AT RISK” OF HAVING THEIR STUDIES TERMINATED ON THE GROUNDS OF ACADEMIC FAILURE
AND FOR STUDENTS WISHING TO MAKE A CASE TO PROCEED TO THE NEXT PROGRAMME YEAR DESPITE A
SHORTFALL OF CREDIT POINTS

1: Who can apply to the Students’ Progress Committee?

You can apply to the Students’ Progress Committee (SPC) if:

- you do not have enough credit points to meet the minimum requirements to avoid termination of study. (The requirements are set out in General Regulation 17).
- you wish to be permitted to progress to the next programme year of study despite a shortfall of credit points (The requirements for progression are set out in General Regulation 16).

2: How do I make an application to the Students’ Progress Committee?

To apply to the SPC please complete and return an SPC Application Form by Friday 29 July 2016. PLEASE ENSURE THAT YOU APPLY BY THIS DEADLINE. The SPC Application Form is available to download.

3: Is there a deadline for my application?

Yes: there is a final deadline for the submission of your request. Your request to continue with your studies or to progress to the next programme year must reach the Registry no later than by Friday 29 July 2016.

4: Should I attend the Students’ Progress Committee?

The SPC will consider your request on the basis of information you have provided on your application form. If the SPC decides it is clear that your application should be approved you will be notified in writing.

5: When will I be notified of the outcome of the Students’ Progress Committee?

You will be notified of the Committee’s decision by email as soon as possible after the SPC meeting and certainly no later than 3 working days from the date on which the SPC has met.

6: Will I be able to appeal against the decision of the Students’ Progress Committee?

You have the right to appeal against the decision of SPC but only on the grounds outlined in Paragraph 1 of the Guidance Note. You will be sent full details of the appeals procedure when you are notified of the SPC’s decision.

7: What happens if the SPC terminates my studies?

If you wish to appeal the decision of the Committee see question 6 above. If you do appeal but hope to return to study in the future, you are allowed to take resits as an external candidate in any course for which you hold a valid Class Certificate and have not used up all 3 assessment opportunities. Please note that a Class Certificate is only valid for the academic year in which it is awarded and the academic year immediately following. For example, if you were registered for course BI1004 in academic session 2015/16, your Class Certificate remains valid until the end of the June/July 2017 resit diet. When you have enough credits to satisfy the regulations for your degree, you may apply for readmission. Each application is considered on its own merit.

8: What if I have any other questions concerning my situation?

Contact the Registry Officer for your degree programme (who can be contacted via the Registry on 01224 273505).
GENERAL REGULATION 16.1: REQUIREMENTS FOR PROGRESSION (for students who started their degree on or after September 2010)

16.1 Studies for each degree are arranged to extend over a number of programme years, each of which for a full-time student normally occupies two half-sessions. Except with the permission of the Senatus Academicus or where Regulation 17.1 applies candidates may not progress:

(a) if they have been required to attend the Summer School for Access, from that to a subsequent programme year unless they have completed the Summer School at a standard deemed to be satisfactory by the Senatus Academicus; or
(b) from programme year 1 to programme year 2 unless they have accumulated, by award or recognition, or been exempted from, at least 90 credit points at level 1 [including those required to enter programme year 2 for the degree programme for which they are currently registered]; or
(c) from programme year 2 to programme year 3 unless they have accumulated, by award or recognition, or been exempted from, at least 210 credit points at levels 1 and 2 [including those required to enter programme year 3 for the degree programme for which they are currently registered]; or

(d) from programme year 2 to programme year 3 of an honours degree unless they have accumulated, by award or recognition, or been exempted from, at least 240 credit points at levels 1 and 2 [including those required to enter programme year 3 for the degree programme for which they are currently registered]; and
(e) from programme year 3 of a non-honours degree to programme year 4 of an Honours degree programme unless they have achieved at least 360 credit points, including all courses required to graduate
(f) within an Honours programme unless they have accumulated, by award or recognition, or been exempt from, at least 330 credit points by the end of level 3 [including those required to enter programme year 4 for the degree programme for which they are currently registered]
(g) in all cases, unless they have satisfied such further requirements governing progression between programme years as may be prescribed in the Supplementary Regulations governing award of the degree programme for which they are registered.

Exceptionally, the Senatus Academicus may allow candidates to progress with less than the number of credit points stated, if it is satisfied (a) that they would have obtained the necessary credit points to progress save for medical or other good cause; (b) that they are capable of satisfying the progression requirements of the next programme year within two further half-sessions of full-time study or the equivalent.

GENERAL REGULATION 16.1: REQUIREMENTS FOR PROGRESSION (for students who started their degree prior to September 2010)

16.1 Studies for each degree are arranged to extend over a number of programme years, each of which for a full-time student normally occupies two half-sessions. Except with the permission of the Academic Standards Committee (Undergraduate) candidates may not progress

a. if they have been required to attend the Summer School for Access, from that to a subsequent programme year unless they have completed the Summer School at a standard deemed to be satisfactory by the Academic Standards Committee (Undergraduate); or
b. from programme year 1 to programme year 2 unless they have accumulated, by award or recognition, at least 80 credit points at level 1 [including, by award, recognition or exemption, those required to enter programme year 2 for the degree programme for which they are currently registered]; or
c. from programme year 2 to programme year 3 unless they have accumulated, by award or recognition, at least 200 credit points at levels 1 and 2 [including, by award, recognition or exemption those required to enter programme year 3 for the degree programme for which they are currently registered]; or
d. to an Honours programme unless they have completed all courses required to graduate, other than those which constitute the prescription of that Honours programme; and
e. in all cases, unless they have satisfied such further requirements governing progression between programme years as may be prescribed in the Supplementary Regulations governing award of the degree programme for which they are registered.

Exceptionally, the Academic Standards Committee (Undergraduate) may allow candidates to progress with less than the number of credit points stated, if it is satisfied (a) that they would have obtained the necessary credit points to progress save for medical or other good cause; (b) that they are capable of satisfying the progression requirements of the next programme year within two further half-sessions of full-time study or the equivalent.

GENERAL REGULATION 16.3:

16.3 Subject to Regulation 17.1 and the Supplementary Regulations governing award of the degree programme for which they are registered, candidates who do not satisfy the progression requirements in 16.1(b) or (c) may remain registered, on a full-time or a part-time basis, in programme year 1 or 2, as appropriate.
The Senatus Academicus may require candidates to discontinue attendance on courses:

(1) if, being candidates required to attend the Summer School for Access, they have not completed the Summer School to a standard deemed to be satisfactory by the Senatus Academicus; or

(2) if, being candidates in programme year 1, they have not obtained 120 credit points within four half-sessions of full-time study or the equivalent from their entry to programme year 1 of the degree for which they are currently registered.

(3) if, being candidates in programme year 2, they have not obtained by award or recognition or been exempted from, 240 credit points including at least 60 credit points at level 2 or above, within four years of full-time study or the equivalent from their first entry to programme year 2 of the degree for which they are currently registered.

(4) if, being candidates in programme year 3, they have not completed the requirements necessary for graduation with a non-Honours degree or admission to an Honours programme within four s of full-time study or the equivalent from their first entry to programme year 3 of the degree for which they are currently registered.

For the purpose of this Regulation two half-sessions of part-time study shall be counted as the equivalent of one half-session of full-time study.