

**University of Essex**  
**Summary of Academic Policy Decision- Autumn 2013/14**

This information note refers to decision made at the following meetings:

**Student Experience Committee-** 6/11/13  
**Academic Quality and Standards Committee-** 11/12/13  
**Education Committee-** 16/10/13, 18/12/13  
**Senate-** 30/10/13, 22/01/14

Minute numbers are given to indicate the source of the information set out below. Where extracts of minutes or papers are included verbatim, this is indicated by speech marks.

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SECTION A- FOR ACTION

1. Review of Assessment and Feedback strategies
2. Operation of Undergraduate Exam Board and the Rules of Assessment

**REVIEW OF ASSESSMENT AND FEEDBACK STRATEGIES (S.M 47.14)**

Senate Agreed        “That Departments be required to ensure that all assessment criteria were clearly available so that students were able to understand the expectations relating to an assessment task, as set out in paper S/14/11.”

**OPERATION OF UNDERGRADUATE EXAM BOARDS AND THE RULES OF ASSESSMENT (S.M 48.14)**

Senate Agreed        “That the University re-introduce a system whereby staff be required to review the status of x9 module aggregate marks, to come into effect for the 2013-14 Boards of Examiners meetings as set out in paper S/14/11.”

SECTION B- FOR INFORMATION

1. Undergraduate Research Opportunities Programme
2. Roles of Description for Academic Leadership Role in Departments
3. Variation to Rule of Assessment
4. Art History IELTS change for Postgraduate Taught Provision
5. Professorships Committee and Academic Staffing Committee
6. Student Charter
7. Chair’s Action for AQSC
8. Student appeals Complaints and Academic Offences 2012-13
9. Action Plan to Improve Postgraduate Research Student Completion and Award Rates
10. Monitoring of Student Progress and Attendance
11. Fitness to Practise

**UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAMME (E.C 17.13 -19.13)**

Received                “A paper prepared by Dr Jo Andrews (Head of Learning & Development) setting out details of the new Undergraduate Research Opportunities Programme (UROP) scheme, which would be available to students from November 2013.”

Noted                    “Dr Andrews stated that the new scheme had been proposed as part of the overall work to embed research-led education. It was envisaged that the programme’s impact would be limited initially but was expected to grow over

time. Ten bursaries would be available for each Faculty and a light touch application process had been developed. Executive Deans would decide how the bursaries would be allocated within each Faculty.

During subsequent discussion, members noted that the programme would be available in 2013-14 to undergraduate students in the middle year(s) of study who achieved a year mark of 60 or above. This threshold had been set deliberately to safeguard the quality and credibility of the programme. It was noted that the programme was designed to reward excellence and that Departments and Schools were free to undertake their own local programmes if they wished to proceed with different eligibility criteria. It was agreed that the 60 year mark threshold should be retained but that inclusion of the word 'normally' would enable flexibility where required. It was also suggested that, once the programme was established, it may be sensible to review the criteria in order to ensure these kinds of opportunities were available more widely as the programme grew in the future."

#### **ROLE DESCRIPTORS FOR ACADEMIC LEADERSHIP ROLES IN DEPARTMENTS (S.M 326.13-S327.13 and 330.13)**

Received "A paper prepared by Mrs Sue Endean (Director of Human Resources) and Dr Richard Harrison (Head of Strategic Projects and Change) setting out proposals for a new model for academic leadership roles in Academic Departments."

Senate Noted "Professor Jules Pretty (Deputy Vice-Chancellor) stated that, following the approval of the University's new Strategic Plan in 2012-13, Senate members were being consulted at this stage on proposals to introduce a standard approach towards the structure and role descriptions for key leadership roles in Departments. The proposals enabled flexibility where appropriate but set a clear direction of travel in establishing Director roles relating to Education, Research and Employability."

"Senate members noted that detailed role descriptors would now be developed to take account of Senate's feedback and would be subject to consultation with Departments through Faculty Steering Groups in the Autumn and Spring Terms, with final proposals being brought forward for approval by Senate in April 2014."

#### **VARIATION TO RULES OF ASSESSMENT (S.M 368.13)**

Senate agreed "That the proposed variations to the Rules of Assessment in relation to the MA Psychodynamic Counselling and the BA Sociology with Social Anthropology be approved for 2013-14 as set out in paper S/13/90."

#### **ART HISTORY IELTS CHANGE FOR POSTGRADUATE TAUGHT PROVISION (S.M 369.13)**

Senate agreed "That the proposed change to the Art History postgraduate taught IELTS requirement for 2014-15 be approved for 2014-15 as set out in paper S/13/90."

#### **PROFESSORSHIPS COMMITTEE AND ACADEMIC STAFFING COMMITTEE (S.M 359.13 & 364.13-367.13)**

Received "A paper from Professor Jules Pretty setting out proposals for the merger of the existing Professorships Committee and Academic Staffing Committee to create a single Academic Staffing Committee with new membership and terms of reference (see below)."

Senate agreed "That the recommendations contained in paper S/13/89 be approved, subject to the following:  
■ Appointed members of the new Academic Staffing Committee would not

include Heads of Department.

- The appointed membership of the Academic Staffing Committee would include three members at Senior Lecturer or Reader level, one from each Faculty and nominated by the Executive Dean.
- The length of terms for the appointed membership would be amended so that one member from each Faculty would serve a two year term and the other would serve a three year term.
- No amendments to Ordinances were required in 2013-14 to enable the new Academic Staffing Committee to operate and changes to the Ordinances to reflect the new committee structure and any other changes resulting from the review of the Annual Review procedures would be brought forward to Senate for recommendation to Council ahead of the 2014-15 academic year.”

Agreed Terms of Reference <http://www.essex.ac.uk/academic/docs/cal/sencom.shtm#asc>

#### **STUDENT CHARTER (SE.C 22.13)**

Resolved That the following be recommended to Education Committee:

- i) Minor amendments to the Student Charter with immediate effect for 2013-14 as set out in paper SEC/13/04,
  1. The reference to MyEssex was updated to provide a hyperlink.
  2. The reference to academic timetable was updated to provide a hyperlink.
  3. The reference to “Freshers’ Week” was updated to “Welcome Week”.
- ii) A text editing comment (“this point is not included in the paper version”) was removed

Establishment of a structure to review the Student Charter for 2014-15.  
“That the proposals set out in paper EC/13/27 be approved.”

Education Committee Resolved (EC 13/89)  
Updated document

[http://www.essex.ac.uk/about/essex\\_student\\_charter/](http://www.essex.ac.uk/about/essex_student_charter/)

#### **REPORT ON CHAIR’S ACTION (AQSC 6.13)**

Noted “The revision to the criteria for nomination of External Examiners which made explicit the requirement to avoid reciprocity between institutions. Following discussion it was acknowledged that there may be occasions involving specialist subject areas which could create difficulties with compliance. It was confirmed that all decisions were subject to the discretion of the relevant Dean, taking account of the full range of criteria.”

#### **STUDENT APPEALS, COMPLAINTS AND ACADEMIC OFFENCES 2012-13 (AQSC 60.13)**

Reported “AQSC noted the establishment of the Student Appeals, Complaints and Conduct team from 1 January 2014, one of the aims of which was to bring a more streamlined, consistent and improved approach to the monitoring and reporting of activities in these areas, including commentary on emerging themes and statistics in relation to cases subsequently referred to the OIA and the OIA outcome.”

#### **ACTION PLAN TO IMPROVE POSTGRADUATE RESEARCH STUDENT COMPLETION AND AWARD RATES (S.M 19.14)**

Received “A paper prepared by Professor Aletta Norval (Dean of the Graduate School) requesting Senate approval for an action plan to support the improvement of postgraduate research student (PGR) completion rates and for

recommendations relating to the confirmation of PhD status.”

Recommendations:

- That Confirmation of PhD status decision be moved to the Summer term of Year 1 (from the Autumn term of Year 2) for students in the *Faculties of Social Science and the Humanities*. The confirmation of PhD status decision would remain at the Autumn term of Year 2 for the *Faculty of Science and Health*.
- That all Departments will be required, during the current academic year, to review their criteria for confirmation, and to ensure that it is clearly published and that all students and supervisors are aware of those criteria.

Senate Agreed “That the action plan and recommendations be approved as set out in paper S/14/05, with further work being undertaken to improve support for part-time PGR students and those undertaking professional doctorates.”

#### **MONITORING OF STUDENT PROGRESS AND ATTENDANCE (S.M 34.14)**

Senate Agreed “That the recommendations be approved as set out in paper S/14/07, with effect from 2014-15, subject to the changes described above.” ( See Appendix A for amended policy including Senates recommendations)

#### **FITNESS TO PRACTISE PROCEDURE (S.M 44.14)**

Senate Agreed “That minor updates to the wording of the Fitness to Practise procedure be approved as set out in paper S/14/11 and that the revised procedure be adopted with immediate effect.”

Amended Policy <http://www.essex.ac.uk/academic/docs/regs/fitness.shtm#a>

#### **Academic Standards and Partnerships Office**

**March 2014**

#### **FOR ACTION:**

Heads of Department/School

Directors of

Centre for Psychoanalysis Studies

Study abroad Office

Centre for Theoretical Studies

Departmental Administrators (including Centres listed above)

#### **FOR INFORMATION:**

Pro-Vice-Chancellor

Executive Deans

Deputy Deans (Education)

Academic Registrar

Faculty Managers

Faculty Education Managers

*Secretary's note: The Attendance Monitoring Steering Group has focused on revising the sections of the Procedure that relate to the monitoring of student engagement. The Secretariat has also taken the opportunity to propose revisions to the ordering of the sections of the document to make it clearer for students and staff. This has involved reordering the sections that relate to Progress so that they follow on directly from each other, including the section on appeals, and moving the other sections to the end of the document.*

## **a) Progress and Appeals Procedures for Taught Programmes of Study**

### **To Whom do these Procedures apply?**

These procedures apply to all students on taught programmes of study, including the following: students on undergraduate courses; students on University of Essex foundation-year courses taught on campus or away; students on postgraduate taught courses; students studying abroad as part of their degrees.

#### **1. Monitoring of Student Progress and Attendance <sup>1</sup>**

- a) Student engagement with their programme of study is primarily measured by attendance and completion of coursework and other assessed work ~~term-time assessments~~, which are monitored in and by departments. As appropriate and where available, departments will take into account performance in assessed work when considering the impact of unsatisfactory attendance on a student's academic progress.
- b) Unsatisfactory attendance is determined on the basis of unauthorised absence from timetabled teaching events.
- c) Heads of Department are responsible for ensuring that an effective means of monitoring students' attendance and completion of assessments is established and maintained in each department in accordance with the requirements set out below.
- d) Departmental procedures including any formally approved variation to this procedure should be communicated to all students taking modules in the Department. This should include what level of non-submission/non-completion of coursework and other assessed work would be addressed at the Preliminary Stage (see 1 f) below) and what would be addressed by a meeting with a departmental Progress Officer as the first action (see Secondary Stage 1 g) below).

### **Progress Procedures for Taught Students**

- e) For all taught students, ~~as a minimum,~~ departments should normally:
  - (i) ~~record and monitor, and record,~~ the attendance of students ~~for a two week period during Weeks 5-7 and Weeks 19-21 (excluding reading weeks) at supporting tuition, ie classes, tutorials and laboratories at all timetabled teaching events~~
  - (ii) Review regularly the data for all students on their degrees (including joint courses for which they are responsible) including the data for outside options which the student is taking and any compulsory in-session English module, and any available information on assessment due to be completed ~~by the end of week 7 and 21~~
  - (iii) Monitor the submission of all coursework and other assessed work

#### **Preliminary stage**

- f) Where attendance and/or completion of assessments is unsatisfactory:

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<sup>1</sup> There may be professional, regulatory or statutory requirements regarding attendance that have consequences for students beyond those outlined in this procedure.

- (i) where the level of attendance is unsatisfactory in a two-week period, the student will receive a communication from their department in the first instance. If, following a further two-week monitoring period, the level of attendance continues to be unsatisfactory, the student will receive an invitation to a meeting normally with their Departmental Adviser
- (ii) where there has been no attendance in a two-week period the student will receive an invitation to a meeting normally with their Departmental Adviser
- (iii) as determined by the department (see 1 d) above) in the case of some instances of non-submission of assessed work the student will receive an invitation to a meeting normally with their Departmental Adviser

Monitor the submission of all coursework.

### **Secondary stage**

- g) In the following instances of unsatisfactory attendance and/or completion of assessed work the student will receive an invitation to a meeting with a departmental Progress Officer:
  - (i) failure to attend the meeting with a Departmental Adviser or equivalent
  - (ii) continued non-attendance for a further one-week period
  - (iii) continued unsatisfactory level of attendance following a further two-week monitoring period
  - (iv) as determined by the department (see 1 d) above) some instances of non-submission of assessed work will be referred directly to the Progress Officer

~~Where attendance and/or completion of assessments is unsatisfactory, departments should take the following action:~~

### **Referral to the Executive Dean or his/her deputy**

- h) Where a department's efforts to encourage a student to engage with their studies have been unsuccessful and/or where progress measured by the completion of the required assessments is such that the student is unlikely to complete the stage successfully, the Progress Officer should refer the student to the relevant Executive Dean or his/her deputy in the following circumstances:
  - (i) failure to attend the meeting with the departmental Progress Officer
  - (ii) continued non-attendance for a further one-week period
  - (iii) continued unsatisfactory level of attendance following a further two-week monitoring period
  - (iv) unsatisfactory submission of assessed work to an extent that suggests the student is unlikely to complete the year successfully

~~The Director of Undergraduate Studies/Graduate Director (or equivalent) (or his/her nominee) will meet all students whose attendance/completion of assessed work has been identified as unsatisfactory. The student's attendance should be monitored for a further three-week period.~~

- i) Where a case is referred to the Executive Dean or his/her deputy, he/she may:
  - (i) decide to take no further action/refer the case back to the department
  - (ii) arrange to meet the student
  - (iii) refer the case to a Progress Committee

~~If attendance/completion of assessed work remains unsatisfactory, the matter will be referred to the Head of Department who will arrange to meet the student.~~

- j) The Executive Dean or his/her deputy may invite the student to a meeting to discuss their progress. Following this meeting the Executive Dean or his/her deputy may:
  - (i) decide to take no further action
  - (ii) permit the student to proceed with or without certain conditions, breach of which would automatically result in the student being referred to a Progress Committee
  - (iii) refer the case to a Progress Committee

~~If a student does not attend the meeting with the Director of Undergraduate Studies/Graduate Director or Head of Department, or where a department's efforts to encourage a student to engage with their studies have been unsuccessful and/or where progress measured by the completion of the required assessments is such that the student is unlikely to complete the year successfully, the Head of Department should refer the student to the relevant Executive Dean or his/her deputy. The Executive Dean or his/her deputy will review each case and may refer a student to the Progress Committee. Examination Boards may consider students whose progress continues to be unsatisfactory, after the examination results are known.~~

~~Where a student has not attended any supporting tuition and/or has not submitted any coursework then the matter will be referred directly to the Executive Dean or his/her deputy.~~

~~Where attendance is unsatisfactory in the second monitoring period (weeks 19-21) and/or the student has not submitted any coursework, and attendance/completion of assessed work was unsatisfactory in the previous period, the matter will be referred directly to the Executive Dean or his/her deputy.~~

k) Subsequent occurrences of unsatisfactory attendance/non-submission in the same stage of study, where a student has previously been considered under these procedures, may result in an accelerated route through the stages set out in 1f to 1h above. Departments will consider such cases in accordance with the published guidelines [LINK].

~~Where a case is referred to the Executive Dean or his/her deputy, he/she may;~~

l) If a student does not attend a meeting with the Executive Dean or his/her deputy, and their attendance and/or submission of coursework has been unsatisfactory, then it will be assumed that they are no longer engaged in the course and they will normally be withdrawn.

m) Departments operating joint degrees should liaise with the other departments involved to ensure that there is full co-ordination on the monitoring of progress. In the case of multidisciplinary courses the Director of the degree course should liaise with contributing departments.

~~Refer the case to a Progress Committee;~~

~~Arrange to meet the student;~~

~~Decide to take no further action/refer the case back to the department.~~

~~The Executive Dean or his/her deputy may invite the student to a meeting to discuss their progress. Following this meeting the Executive Dean or his/her deputy may:~~

~~Refer the case to a Progress Committee;~~

~~Permit the student to proceed with or without certain conditions, breach of which would automatically result in the student being referred to a Progress Committee;~~

~~Decide to take no further action.~~

~~If a student does not attend a meeting with the Executive Dean or his/her deputy, and their attendance and/or submission of coursework has been unsatisfactory, then it will be assumed that they are no longer engaged in the course and they will be withdrawn.~~

~~Departments operating joint degrees should liaise with the other departments involved to ensure that there is full co-ordination on the monitoring of progress. In the case of multidisciplinary courses the Director of the degree course should liaise with contributing departments.~~

## **2. Policy on the Late Submission of Coursework**

### **Undergraduate Students**

~~Coursework deadlines are set by Departments. Departments must not set coursework submission deadlines beyond 4pm on the last working day before the main examination period.~~

~~There is a single policy at the University of Essex for the late submission of coursework in undergraduate courses/modules:~~

~~Late submission policy: All coursework submitted after the deadline will receive a mark of zero. The mark of zero shall stand unless the student submits satisfactory evidence of extenuating circumstances that indicate that the student was unable to submit the work prior to the deadline.~~

~~No extensions will be granted. A student submitting coursework late will have the department's and the University's arrangements for extenuating lateness drawn to their attention. Details of the University's arrangements can be found at~~

~~[www2.essex.ac.uk/academic/students/ug/crswk\\_pol.htm](http://www2.essex.ac.uk/academic/students/ug/crswk_pol.htm)~~

~~For work submitted after the point at which a mark of zero is awarded, marking is at the discretion of the department unless there are extenuating circumstances, which have been accepted by the Extenuating Lateness Committee.~~

~~Collaborative partner institutions will continue with their own uniform policies.~~

### **Postgraduate Students**

~~Coursework deadlines are set by Departments.~~

~~Departments operate one of the University's approved policies for the late submission of coursework for the taught element of postgraduate and graduate programmes. Departments will publish details of the policy they operate. The University policies can be found at~~

~~[www2.essex.ac.uk/academic/students/pgt/crswk\\_polPG.htm](http://www2.essex.ac.uk/academic/students/pgt/crswk_polPG.htm)~~

~~Dissertations are not counted as coursework and are therefore not covered by the Policy on the Late Submission of Coursework. Students can request an extension to submit their dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline.~~

~~Such requests are considered and approved, if appropriate, by the Department and the Executive Dean or his/her deputy.~~

### ~~3. UNIVERSITY REGULATIONS GOVERNING STUDENT PROGRESS AND ATTENDANCE~~

#### ~~Regulation 5.19.~~

~~Students following a final year undergraduate course will be permitted to intermit from the University only if the request has been made to the relevant Head of Department, or his or her nominee or the Executive Dean or his/her deputy, before the Monday of the sixth week of the Spring term (ie week 21) in the year in question. The final deadline to request permission to intermit in the first and second years is 4pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). Exceptionally the Executive Dean or his/her deputy may approve requests after this date. If permission is given, regulation 5.18 above applies.~~

~~If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way (see also Regulation 6.25. relating to the award of aegrotat degrees).~~

#### ~~Regulation 6.16.~~

~~The progress of each student shall be reviewed at regular intervals during the academic year by academic departments. Where necessary Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Executive Dean or his/her deputy of any student whose progress gives cause for concern. The Executive Dean or his/her deputy Dean may refer a student to the Progress Committee, which shall be appointed annually by the Board. In such cases the Progress Committee shall act on behalf of the Board and may require a student whose progress is unsatisfactory to withdraw from the University. First and Second Year Boards of Examiners may also require a student whose progress is unsatisfactory to withdraw from the University. A student who is required to withdraw from the University on the grounds of unsatisfactory progress has the right of appeal in accordance with the procedures approved by the Senate.~~

#### ~~Regulation 6.17.~~

~~Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Executive Dean or his/her deputy of any student whose performance suggests that *prima facie* the student will be unable to meet the requirements for obtaining a pass at the end of the year. The cases of such students will normally be dealt with by the Executive Dean or his/her deputy who will normally write to the students to warn them of the gravity of their situation and the likelihood that they will fail the year or the award for which they are registered.~~

~~Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Executive Dean or his/her deputy of any student whose performance suggests that *prima facie* the student will be unable to meet the requirements for obtaining a pass at the end of the year. The cases of such students will normally be dealt with by the Executive Dean or his/her deputy who will normally write to the students to warn them of the gravity of their situation and the likelihood that they will fail the year or the award for which they are registered.~~

#### ~~Regulation 6.18.~~

~~A student who is prevented by ill health or other serious impediment from meeting the normal requirements of his or her programme of study for more than six consecutive weeks, may not, except with the permission of the Deputy Vice-Chancellor, count that term as part of the requirements of the programme of study for which he/she is registered.~~

#### ~~Regulation 7.1.~~

~~Students are required to be regular and punctual in their attendance at such instruction as may be prescribed by the relevant department in relation to individual modules.~~

#### ~~Regulation 7.2.~~

~~Students are required to see members of academic staff to discuss their attendance, conduct and progress when requested to do so.~~



### Regulation 7.3.

~~A student who is absent from teaching for more than one week during term shall inform the Head of Department as soon as possible, in writing, giving the reason for his or her absence. A student who is absent for more than two consecutive weeks during term must provide medical evidence in the case of illness, or appropriate corroboration where there are other reasons for absence, which must be sent to Student Support at the earliest opportunity.~~

#### ~~4.~~ **2. Referral to Progress Committee**

- a) If an Executive Dean or his/her deputy refers the case of a student to Progress Committee then the Registry will write to inform the student and will copy the letter to the student's department.
- b) The student should be given adequate time to seek advice and prepare his or her case before the meeting of the Progress Committee. The letter to the student will indicate the reason for the referral to the Progress Committee.
- c) The student will be invited to attend the meeting and may be accompanied by any member of the University or ~~by a member of the full-time staff of the Students' Union.~~
- d) ~~If the student is unable to attend the meeting of Progress Committee, the meeting will nevertheless take place and the decisions taken will be valid. A meeting may proceed in the absence of the student (and their representative) provided that the Chair of the Progress Committee is satisfied that due notice has been given to the student.~~
- e) A student who is unable to attend the meeting can ask a member of the University or ~~a member of the full-time staff of the Students' Union~~ to attend on his or her behalf. No person can represent the student in his or her absence unless he or she has expressly been asked to do so by the student.
- f) The student will be invited to submit in advance the following documents:
  - (i) ~~A~~ written statement giving any facts or extenuating circumstances (see section ~~409~~ of this document) which the student thinks may have affected his or her ~~performance~~ engagement
  - (ii) ~~D~~documentary evidence to support any extenuating circumstances put forward, ~~without which. If no such documentation is provided,~~ the Progress Committee may place lesser weight on the extenuating circumstances

#### ~~5.~~ **3. Composition and Form of Progress Committees**

- a) Each Faculty will have a Progress Committee convened and chaired by an Executive Dean or his/her deputy. The quorum for a Progress Committee is three.
- b) A Progress Committee, for each student considered by that Committee, will normally consist of the relevant Executive Dean or his/her deputy and one other member from outside the student's department, selected by the Executive Dean or his/her deputy from a panel approved annually, together with
  - (i) for undergraduates, normally the Course Director or nominee,or
  - (ii) for graduates, the Director of Graduate Studies or his/her nominee.
- c) The member of staff from the student's department should have no previous experience of hearing the progress issue.

#### ~~6.~~ **4. Conduct of Progress Committees**

- a) The Progress Committee will consider each case referred by an Executive Dean or his/her deputy.
- b) The Committee should receive papers fully setting out the case. The Head of Department or nominee ~~(or Course Directors for Joint or multidisciplinary degrees)~~ should be responsible for gathering the required information.
- c) The Progress Committee may take into account performance in any remedial work and tests prescribed for overseas students following a test of proficiency in written and spoken English taken on arrival at the University; the Progress Committee may also take into account failure to attend the module or take the test.
- d) The student should receive copies of all the papers that are presented to Progress Committee, unless the confidentiality of a document precludes showing it to the student, in which case the Executive Dean or his/her deputy may inform the Committee and the student of the existence and general import of the

document without divulging the details. The papers will be available to the student when they are available to members of the Progress Committee, normally in advance of the meeting.

- e) When the student is accompanied by his or her adviser or another member of academic staff, it must be noted that the staff member is present to act as the student's advocate and for no other reason.
- f) Meetings of Progress Committees will be conducted in accordance with the Order of Proceedings.
- g) The decision of the Progress Committee may be communicated orally to the student at the conclusion of the meeting. Formal notification of the outcome will be sent to the student in every case.

## **Progress Committee: Order of Proceedings**

### **NOTE:**

*This document, which is derived from the Progress Procedures has no formal standing. It is issued to members of Progress Committees and students appearing before them as a guide to the order of proceedings*

The Proceedings are likely to follow the pattern outlined below, although there may be some variation at the discretion of the Chair.

1. The Chair opens the meeting by introducing himself/herself and establishing the names and functions of those in the room.
2. Check that the student has received the details of the case and any supporting documentation.
3. Explain the order of proceedings to the student.
4. Outline the case for referral to Progress Committee.
5. Invite the student to put forward a case orally, if he/she wishes to do so.
6. Invite the members of the committee to put questions to the student.
7. Invite the student's representative to put forward any additional statement.
8. Invite the student to respond and state what his/her preferred outcome would be.
9. The student and his/her representative will then be asked to leave the room. The decision of the Progress Committee will be communicated to the student orally either immediately after the meeting, or at another pre-arranged time. Students will be sent written confirmation of the decision of the Progress Committee.

### **7. 5. Powers of Progress Committee**

- a) After consideration of the case, the Progress Committee will make one of the following decisions:
  - (i) that the student be permitted to proceed, with or without specific conditions
  - (ii) that the student be permitted to proceed with a suspended withdrawal, with the withdrawal taking effect if the student's engagement continues to be unsatisfactory within a specified period
  - (iii) that the student be required to withdraw permanently
- b) In certain circumstances the Progress Committee may deem it appropriate to:
  - (i) permit the student to repeat an appropriate period of study, including all or part of a period of study abroad
  - (ii) permit the student to transfer to another appropriate degree course.
  - (iii) require the student to intermit for a period of time before proceeding
- c) Progress Committee may also attach such conditions as seem likely to assist the future progress of the student.

### **11. 6. Procedure for Appeals by an Undergraduate or Taught-Course Postgraduate Student against the Decision of an Executive Dean or his/her deputy or Progress Committee**

- a) A student who wishes to appeal against the decision of an Executive Dean or his/her deputy or a Progress Committee must do so in writing to the Academic Registrar, stating fully the grounds of the appeal, within five working days of the date of the letter sent informing the student of the decision.
- b) The grounds on which a student may appeal are:
  - (i) that there were procedural irregularities in the arrangements for the meeting with the

- Executive Dean or his/her deputy or conduct of the Progress Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the outcome might have been different had they not occurred
- (ii) that there was evidence of extenuating circumstances which could not reasonably have been made available to the Executive Dean or his/her deputy or Progress Committee, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred
- c) The Academic Registrar will refer to the Pro-Vice-Chancellor (Education) any appeal that meets the criteria stated above (b.1 and b.ii).
- d) Any such appeal shall be forwarded to the appropriate Pro-Vice-Chancellor, who may consult such persons as he or she thinks fit, including the appellant, in arriving at a decision as to whether or not the appeal is well-founded.
- e) If the Pro-Vice-Chancellor decides that the appeal is not well-founded, he or she shall inform the student in writing, stating his/her reasons for so deciding. The communication of this decision shall, in such cases, constitute the formal dismissal of the appeal.
- f) If the Pro-Vice-Chancellor decides that the appeal is well-founded then the case shall be referred to the Progress Appeal Panel.
- g) The Progress Appeal Panel shall consist of an Executive Dean or his/her deputy and two members of staff from outside the student's department who have no connection with the case.
- h) The student shall be invited to attend the meeting and may be accompanied by any member of the University, or Students' Union.
- i) If the student is unable to attend the meeting of the Progress Appeal Panel, the meeting will go ahead and the decisions taken will be valid.
- j) The members of the Progress Appeal Panel will have the papers that were made available to the original Executive Dean or his/her deputy/Progress Committee, together with the student's written statement of the appeal, and any documentary evidence to support any extenuating circumstances put forward. It will be open to the Progress Appeal Committee to call such witnesses as it thinks fit. The Executive Dean or his/her deputy who took the decision/chaired the original committee will have the right to appear before the Progress Appeal Panel.
- k) After consideration of the case the Progress Appeal Panel shall either dismiss the appeal or decide on one of the courses of action defined under the Powers of Progress Committees listed in section 5 of this document.
- l) The decision of the Progress Appeal Panel may be communicated orally to the student at the conclusion of the meeting. Formal notification of the outcome will be sent to the student in every case.
- m) The decision of the Progress Appeal Panel will be final.
- n) Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by an alternate Pro-Vice-Chancellor. If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeals process then the case will be referred to an appeals panel for consideration, and paragraphs h—m above will apply. The panel would be comprised of academic staff with no previous involvement in the case and would be chaired by an appropriate member of senior academic staff.
- o) The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

## ~~8.~~ **7. The timing and Role of the Boards of Examiners**

- a) There are University Rules of Assessment that set out what constitutes passing for each stage of study and eligibility for an overall award.
- b) A Board of Examiners' meeting will be held after the main summer examination period and after the resit examination period in September. However, for some courses it may be necessary to hold Board of Examiners' meetings at other points during the year.
- c) The Board of Examiners sees the marks of each student and in the light of these marks, and any other relevant information, makes a decision about the student's progress in accordance with the Rules of Assessment.
- d) The Board of Examiners shall consider matters of extenuating circumstances. If the extenuating circumstances are of such a nature that a final decision cannot be reached without further investigation then the Board of Examiners should refer the case to the Executive Dean or his/her deputy and empower the Executive Dean or his/her deputy to act on its behalf within the terms of the Rules of Assessment.
- e) A student may appeal against the decision of a Board of Examiners in accordance with the procedures set out in section ~~12~~10 of this document.

## ~~9.~~ **8. Progress Procedures for Students on Courses with a Year Abroad**

- a) All courses for which the Year Abroad comprises part of the assessment for the degree must have a meeting of a Sub-committee of the Board of Examiners following the year spent abroad. The meeting should consider Year Abroad marks and extenuating circumstances affecting the year abroad work and confirm marks to be forwarded to the Final Year Board of Examiners.
- b) The Sub-committee has the power to make progress decisions, subject to consultation with the relevant External Examiner, within the terms of paragraph ~~8~~7 c) above in the case of unsatisfactory progress or if the student's Year Abroad results are such that he or she would not be able to obtain a degree at the end of the final year.
- c) A student may appeal against the decision of a Sub-committee of a Board of Examiners in accordance with the procedures set out in section ~~12~~ 10 of this document.

## ~~10.~~ **9. Extenuating Circumstances**

- a) Extenuating circumstances are formally defined as: "circumstances beyond the student's control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or during the examination period."
- b) As a result of the policy on the late submission of coursework, the University-wide Extenuating Submission of Coursework Policy will be applied in cases where students are unable to submit coursework by the deadline as a result of acceptable extenuating circumstances. Extenuating circumstances in relation to the late submission of coursework are formally defined as: "the inability to submit work by the deadline (or to attend the in-class test/presentation) due to circumstances beyond the student's control, of a medical, practical or personal nature which affects the student for the period *immediately preceding* the time of the deadline. Genuine emergencies and circumstances which could not reasonably have been expected will be accepted as extenuating." Full details of the policy can be found at:  
[www2.essex.ac.uk/academic/students/ug/crswk\\_pol.htm](http://www2.essex.ac.uk/academic/students/ug/crswk_pol.htm)
- c) At the time of examination entry the Notes to Students will remind students of the policy for submitting an Extenuating Circumstances Form, about extenuating circumstances which may have affected work during the year. Students should be warned that failure to submit an Extenuating Circumstances Form may mean that the circumstances may not be taken into account by the examiners.

- d) If a student informs a member of staff that extenuating circumstances have affected a piece of coursework he or she is submitting, the member of staff should tell the student to submit an Extenuating Circumstances Form, failing which the extenuating circumstances may not be taken into account by the examiners.

## Appeals Procedures for Taught Programmes

### ~~11. Procedure for Appeals by an Undergraduate or Taught Course Postgraduate Student against the Decision of an Executive Dean or his/her deputy or Progress Committee~~

- ~~a) A student who wishes to appeal against the decision of an Executive Dean or his/her deputy or a Progress Committee must do so in writing to the Academic Registrar, stating fully the grounds of the appeal, within five working days of the date of the letter sent informing the student of the decision.~~
- ~~b) The grounds on which a student may appeal are:~~
- ~~(i) that there were procedural irregularities in the arrangements for the meeting with the Executive Dean or his/her deputy or conduct of the Progress Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the outcome might have been different had they not occurred;~~
  - ~~(ii) that there was evidence of extenuating circumstances which could not reasonably have been made available to the Executive Dean or his/her deputy or Progress Committee, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.~~
- ~~c) The Academic Registrar will refer to the Pro-Vice-Chancellor (Education) any appeal that meets the criteria stated above (b.i and b.ii).~~
- ~~d) Any such appeal shall be forwarded to the appropriate Pro-Vice-Chancellor, who may consult such persons as he or she thinks fit, including the appellant, in arriving at a decision as to whether or not the appeal is well founded.~~
- ~~e) If the Pro-Vice-Chancellor decides that the appeal is not well founded, he or she shall inform the student in writing, stating his/her reasons for so deciding. The communication of this decision shall, in such cases, constitute the formal dismissal of the appeal.~~
- ~~f) If the Pro-Vice-Chancellor decides that the appeal is well founded then the case shall be referred to the Progress Appeal Panel.~~
- ~~g) The Progress Appeal Panel shall consist of an Executive Dean or his/her deputy and two members of staff from outside the student's department who have no connection with the case.~~
- ~~h) The student shall be invited to attend the meeting and may be accompanied by any member of the University, or by a member of the full-time staff of the Students' Union.~~
- ~~i) If the student is unable to attend the meeting of the Progress Appeal Panel, the meeting will go ahead and the decisions taken will be valid.~~
- ~~j) The members of the Progress Appeal Panel will have the papers that were made available to the original Executive Dean or his/her deputy/Progress Committee, together with the student's written statement of the appeal, and any documentary evidence to support any extenuating circumstances put forward. It will be open to the Progress Appeal Committee to call such witnesses as it thinks fit. The Executive Dean or his/her deputy who took the decision/chaired the original committee will have the right to appear before the Progress Appeal Panel.~~
- ~~k) After consideration of the case the Progress Appeal Panel shall either dismiss the appeal or decide on one of the courses of action defined under the Powers of Progress Committees listed in section 7 of the Progress Procedures.~~
- ~~l) The decision of the Progress Appeal Panel may be communicated orally to the student at the conclusion of the meeting. Formal notification of the outcome will be sent to the student in every case.~~
- ~~m) The decision of the Progress Appeal Panel will be final.~~
- ~~n) Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural~~

~~irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by an alternate Pro Vice Chancellor. If the Pro Vice Chancellor determines that there were procedural irregularities in the appeals process then the case will be referred to an appeals panel for consideration, and paragraphs h—m above will apply. The panel would be comprised of academic staff with no previous involvement in the case and would be chaired by an appropriate member of senior academic staff.~~

- ~~o) The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.~~

## **12. 10. Procedure for Appeals against the Decisions of Board of Examiners for all Taught Programmes**

- a) A student who wishes to appeal against the decision of a Board of Examiners must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal. A student appealing against the progress decision of a First or Second Year Board of Examiners must submit a formal appeal within two weeks of the publication of results. In all other cases the appeal must be submitted within four weeks of publication of the results.
- b) A student appealing against the progress decision of a First or Second Year Board of Examiners may consult the Executive Dean or his/her deputy in advance of submitting a formal appeal (see below).
- c) Forms of Appeal are available from the Academic Registrar, Registry or Departmental Offices.
- d) The main legitimate grounds for appeal are the following:
- (i) ~~Ex~~Extenuating circumstances of which the Board of Examiners was unaware and of which the student could not reasonably have been expected to inform the Board of Examiners in advance, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
  - (ii) ~~P~~rocedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
- e) Other grounds will be considered on their merits.
- f) The following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:
- (i) ~~D~~isagreement with a mark or grade and/or appeals against the academic judgement of internal or external examiners. Coursework and examinations cannot be remarked, except in cases of procedural irregularities
  - (ii) ~~A~~ny provisional mark or informal assessment of the student's work by a member of staff that is not the final mark approved by the Board of Examiners
  - (iii) ~~T~~he retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting
  - (iv) ~~A~~ppeals against the judgement of the Board of Examiners in assessing the significance of extenuating circumstances, and whether and to what extent they affected academic performance
  - (v) ~~M~~marginal failure to attain a higher class of degree
  - (vi) ~~A~~ppeals where the grounds of complaint concern the inadequacy of teaching or other arrangements during the period of study; such complaints must be raised, in writing, before the examination board meets
- g) Any other officer of the University who receives a formal appeal from a student concerning his/her result shall forward it to the Academic Registrar.
- h) The Academic Registrar will acknowledge the appeal within five working days of receipt.
- i) The Academic Registrar will refer to the Appeals Officer any appeal that meets the criteria stated above (d and e).
- j) Any such appeal will be considered by the Appeals Officer, who may consult such persons as he/she thinks fit, including the student who has lodged the appeal, in arriving at a decision as to whether or not the appeal is well-founded.

- k) The Appeals Officer will conduct the investigation as quickly as possible but, particularly during the summer vacation, there may be unavoidable delays. The Academic Registrar will write to the student within six weeks of receipt about the progress of the appeal and will let the student know when he or she can expect to receive a decision.

#### ***The Appeals Officer dismisses the appeal***

- l) If the Appeals Officer decides that there are not sufficient *prima facie* grounds for putting the case to the Board of Examiners, the Academic Registrar will inform the student in writing, stating the reasons for the decision. The communication of this decision shall, in such cases, constitute the formal dismissal of the appeal.
- m) Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Education). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeal process then the case will be referred to an alternate Appeals Officer for consideration, and paragraphs h-s will apply.

#### ***The Appeals Officer upholds the appeal***

- n) If the Appeals Officer decides there are sufficient *prima facie* grounds for putting the case to the Board of Examiners, he/she will forward it, together with his/her written comments, to the relevant Executive Dean or his/her deputy/Head of Department. The Academic Registrar will inform the student, and will subsequently inform the student when the Board of Examiners will meet to reconsider the case. On receipt of the appeal and the Appeals Officer's comments, the Executive Dean or his/her deputy/Head of Department shall cause the Board of Examiners responsible for the assessment against which the student has appealed to reconvene and put before the Board the student's submission, the Appeals Officer's comments and any material relevant to the original assessment. The Executive Dean or his/her deputy/Head of Department will then formally ask the Board to review its decision. The Appeals Officer will have the right to attend and to address the meeting of the Board of Examiners.
- o) If the Appeals Officer decides to uphold an appeal by a Second Year student on the grounds of extenuating circumstances of which the Board of Examiners was unaware and of which the student could not reasonably have been expected to inform the Board of Examiners in advance, the Appeals Officer will decide whether it is appropriate to ask the Executive Dean or his/her deputy to reconvene the Board of Examiners. If it is the Appeals Officer's view that the likely outcome of such a meeting would be that the Board of Examiners would decide either that the extenuating circumstances should be carried forward to the final year Board, or that the extenuating circumstances would not have a material effect on the results, then the Appeals Officer will not ask the Executive Dean or his/her deputy to reconvene the Board. However s/he will ensure that the Executive Dean or his/her deputy is fully apprised of the extenuating circumstances so that they can be placed before the Board of Examiners in the student's final year.
- p) In causing a Board of Examiners to reconvene, the Executive Dean or his/her deputy/Chair may, at his or her discretion, consult by telephone or in writing any internal or external examiner who is unable to attend the reconvened meeting of the Board.
- q) If, following review of its decision, the Board of Examiners is satisfied that there is no reason to amend its original decision the Executive Dean or his/her deputy/Chair will so inform the Academic Registrar in writing, giving the Board's reasons for reaffirming its original decision and its comments, if any, on the grounds for appeal stated by the student.
- r) If, following review of its decision, the Board of Examiners concludes that its original decision was wholly or partly incorrect to the extent that it decides on a new outcome, the Executive Dean or his/her deputy/Chair will so inform the Academic Registrar in writing and advise him/her of any amended mark or classification.
- s) The decision of the Board of Examiners following review will be communicated in writing to the student by the Academic Registrar stating the grounds for the decision. The communication of the decision shall in all cases constitute the formal conclusion of action taken in accordance with these procedures.

### **All Appeals**

- t) The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

### **Consultation with an Executive Dean or his/her deputy**

- (i) Consultation on progress decisions of a Foundation, First or Second Year Board of Examiners (ie requirement to withdraw permanently, repeat the year, repeat individual modules, resit exams). The Executive Dean or his/her deputy of the relevant faculty shall take the actions described under these procedures whether or not the Executive Dean or his/her deputy is Chair of the Board of Examiners responsible for the decision against which the student is appealing. A student who is considering an appeal against a progress decision of the Board of Examiners should write to the Executive Dean or his/her deputy, giving full details of his or her case. Pro-formas are available to help students present their case. Students may wish to consult the Students' Advice Centre for advice about their circumstances before completing the form. The Executive Dean or his/her deputy has the power to take action on behalf of the Board of Examiners to change the original decision if the student presents appropriate new evidence to support his or her case.
- (ii) The Executive Dean or his/her deputy may wish to consult members of the Board of Examiners or other members of academic staff before reaching a final decision. The Executive Dean or his/her deputy will contact the student if any additional information or evidence is required from the student. The Executive Dean or his/her deputy will then decide whether or not to change the original decision of the Board of Examiners and will inform the student accordingly. If, after consultation with the Executive Dean or his/her deputy, the student still wishes to appeal, and believes he or she has grounds, the student must submit a formal appeal in writing in accordance with the procedure set out above.



## Regulations relating to Academic Affairs

[Sections 6.1 – 6.14 – no change]

### Attendance and Academic Progress

[Before section 6.15 insert the following three paragraphs from the Regulations on Academic Conduct]

#### 7.1-6.15

*Students are required to be regular and punctual in their attendance at such instruction as may be prescribed by the relevant department in relation to individual modules.*

#### 7.2-6.16

*Students are required to see members of academic staff to discuss their attendance, conduct and progress when requested to do so.*

#### 7.3-6.17

*A student who is absent from teaching for more than one week during term shall inform the Head of Department as soon as possible, in writing, giving the reason for his or her absence. A student who is absent for more than two consecutive weeks during term must provide medical evidence in the case of illness, or appropriate corroboration where there are other reasons for absence, ~~which must be sent to Student Support~~ at the earliest opportunity.*

[Renumber from here]

#### 6.15.

Students will be permitted to proceed with their programmes of study only if their progress is satisfactory.

#### 6.16.

The progress of each student shall be reviewed at regular intervals during the academic year by academic departments. Where necessary Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Executive Dean or his/her deputy~~Associate Dean~~ of any student whose progress gives cause for concern. The Executive Dean or his/her deputy~~Associate Dean~~ may refer a student to the Progress Committee, which shall be appointed annually by the Board Faculty Education Committee. In such cases the Progress Committee shall act on behalf of the ~~Board Faculty Education Committee~~ and may require a student whose progress is unsatisfactory to withdraw from the University. First and Second Year Boards of Examiners may also require a student whose progress is unsatisfactory to withdraw from the University. A student who is required to withdraw from the University on the grounds of unsatisfactory progress has the right of appeal in accordance with the procedures approved by the Senate.

#### ~~6.17.~~

~~Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Dean/Associate Dean of any student whose performance suggests that *prima facie* the student will be unable to meet the requirements for obtaining a pass at the end of the year. The cases of such students will normally be dealt with by the Dean/Associate Dean who will normally write to the students to warn them of the gravity of their situation and the likelihood that they will fail the year or the award for which they are registered.~~

#### 6.18.

A student who is prevented by ill health or other serious impediment from meeting the normal requirements of his or her programme of study for more than six consecutive weeks, may not, except with the permission of the Executive Dean or his/her dDeputy Vice-Chancellor, count that term as part of the requirements of the programme of study for which he/she is registered.