**Approval and Reporting Rout****es – Student Progress**

Information on policies and procedures related to Student Progress can be accessed on the [Student Progress team webpages](https://www.essex.ac.uk/staff/professional-services/student-progress-team).

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| Activity: | First considered by: | Authority to approve recommendations: | Onward reporting for information: | Final record of decision: |
| Panel of members of Academic Offences Committees | Executive Dean, or their Deputy | N/A | N/A | N/A |
| Reports from Research Students’ Progress Boards (RSPB) for PG research students | Department / RSPB | Faculty Dean (Postgraduate)  | N/A | Postgraduate Research Education Team / Department |
| Academic Offences Committee statistics (also Academic appeals and complaints and includes statistics from Partner Institutions) | Student Progress team for reporting to Academic Quality and Standards Committee (AQSC) | Key trends and areas for enhancement reported from AQSC to Education Committee (EC) | To relevant committee in line with their terms of reference | AQSC / EC Minutes |

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| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
| Date last reviewed | July 2025 |
| Review frequency | Annually |