

Termination of Studies Procedure

Procedure 06: 2015 Version 01

Effective 1st April 2015



PRIFYSGOL
BANGOR
UNIVERSITY

1. This procedure applies to students on undergraduate and postgraduate taught programmes and to postgraduate research students. This procedure does not apply to:
 - Disciplinary or unfair practice cases. Such cases must be considered under the University's Disciplinary Procedure or Unfair Practice Procedure
 - Students who are in debt. Such cases must be considered under the University's procedures for dealing with debtors
 - Students whose studies may be terminated by Examination Boards according to the University's regulations and procedures.
 - Students whose studies may be suspended or terminated because of ill-health.
 - Students whose studies may be terminated by specific procedures approved as part of the approval/validation process for their course, including conditions imposed by professional bodies or sponsors.
2. Whenever possible and relevant, a student must be given the opportunity to suspend their studies or to withdraw voluntarily before instigating the procedures contained in this Procedure.
3. Grounds for terminating the studies of a student include the following:
 - Failure to attend formally scheduled activities over a substantial period (*as determined appropriate for the programme of study*) and in the absence of extenuating circumstances or of prior approval to be absent from such activities.
 - Failure to submit substantial (*as determined appropriate for the programme of study*) components of course work or to attend tests and/or examinations.
 - In the case of postgraduate research students, failure to complete, within a defined timescale, an agreed programme of work to the satisfaction of the Supervisory Committee.
 - Failure to meet the expected standards in *some or all* professional placements. The required standards may be defined by the University or may be external standards applied to students on courses leading to professional qualifications.
 - Evidence of insufficient commitment to University study, for example, repeated unwillingness to participate in group activities, seminars, tutorials or presentations.
 - Evidence that work submitted for assessment is consistently below the threshold standard to the extent that the student will be unable to redeem failure by reassessment.
 - Failure to meet specific requirements defined for a particular course by the University or Partner Institution and made known to students prior to admission.
4. Schools must have documented procedures for identifying those students whose progress is causing concern and for referring such students to central and School support services. Schools must also ensure that students are provided with an opportunity to discuss their progress with a Personal Tutor (or equivalent) before their progress is formally considered as defined in paragraph 5.
5. A student's progress must be considered in the first instance by appropriate committees, or sub-committees, within the School(s) responsible for the student's course. Such committees must carefully consider all extenuating circumstances, including any written evidence submitted by the student, and any measures that may be taken to assist or advise the student. The Head of School (or nominee) must inform the students in writing

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in this Procedure may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

that their progress is considered to be unsatisfactory and the students must be given an opportunity to improve their academic performance. Students must be given a defined period of time at the end of which progress will be reassessed. The period of time between a written warning and reappraisal of performance will be determined by the School, taking into account the scheduling of activities and assessments and the nature of the matters that led to concerns about a student's progress.

6. Where a student's unsatisfactory progress affects the ability to complete a professional placement (including research work at a location outside the University), the School may remove the student from the placement location pending a consideration of the recommendation to terminate the student's studies.
7. A recommendation to terminate a student's studies must only be made when:
 - All attempts by the School(s) to remedy the situation have failed.
 - The student has ignored advice to consider suspension of studies or withdrawal.
 - The student has failed to comply with mutually agreed conditions to try and rectify the problems.
8. A recommendation to terminate a student's studies must be presented in writing, with supporting evidence, by the Head of School to the Academic Registrar.
9. The Academic Registrar must consider, in discussion with the Head of School when required, whether a *prima facie* case exists for terminating a student's studies.
10. If a *prima facie* case cannot be established the student will be allowed to continue with studies.
11. If a *prima facie* case is established the Academic Registrar must:
 - Write to inform the student that a recommendation to terminate studies has been received and that a Panel of Enquiry will be convened to consider the recommendation. In the meantime the student will be advised to continue with studies for the remainder of the term or semester, whichever is sooner.
 - Where a student has been removed from a placement, as specified in paragraph 6, the Academic Registrar must advise the student to continue with any other elements of assessment or research work for the remainder of the term or semester, whichever is sooner.
 - Establish a Panel of Enquiry as soon as possible before the beginning of the next term or semester, whichever is sooner.
12. The Panel of Enquiry must be chaired by the Pro-Vice-Chancellor (Teaching and Learning) or nominee. Members of the Panel are:
 - An external member to be approved by the Pro-Vice-Chancellor (Teaching and Learning).
 - Two academic members of staff, at least one of whom must be a member of the Senate and neither of whom are from the College responsible for the student's course.
 - The Academic Registrar (or nominee) as Secretary to the Panel.
13. The Academic Registrar (or nominee) will be responsible for collating and summarising evidence for the Panel members. The student must receive a copy of the documents presented to Panel members and must be informed of the right to be accompanied at the Panel of Enquiry as described in paragraph 15.
14. The case for terminating a student's studies must be presented to the Panel of Enquiry by the Head of School (or nominee) responsible for the student's course.
15. The student may be accompanied at the Panel of Enquiry by a person of their choosing, for example a friend, personal tutor, a representative of the Students' Union or any employee of the University. Students must inform the Academic Registrar within 5 days of receiving notice of the date of the meeting if they wish to be accompanied by a legal representative.
16. The Panel of Enquiry must normally be conducted as follows, unless deemed otherwise for specific reasons and with the agreement of all participants.

In a closed session

- Panel members will review the main elements of the case as summarised by the Secretary.

In an open session with all participants

- The Chair will explain the remit of the Panel and the decisions it is empowered to reach.

- The Head of School will present the case in favour of terminating the student's studies and may call upon witnesses as necessary.
- The student will be given an opportunity to contest any statements or facts in the Head of School's presentation.
- The student will be given an opportunity to present any information in relation to case and may call witnesses.
- The Panel members will be given an opportunity to question the student, the Head of School and any witnesses.
- The Head of School will be given an opportunity to present any additional comments and/or concluding remarks.
- The Student will be given an opportunity to present any additional comments and/or concluding remarks.
- The student will be told that the Panel's decision will be conveyed in writing by the Secretary.

In a closed session

- The Panel will review the case and will approve one of the following decisions:
 - (i) That the student's studies/research must not be terminated and that the student be allowed to proceed with the course/research project, subject to such conditions agreed with the student and set out in the Panel's decision. Where a student has been removed from a placement or site where research was conducted, as specified in paragraph 6, the Panel must consider whether alternative placements, locations to conduct research, or alternative assessments are available before approving this decision.
 - (ii) That the student be given an opportunity to pursue the option of suspending studies according to the University's procedures for suspension of studies. This decision is only appropriate in cases where there are extenuating circumstances that have affected the student's attendance and/or performance. This decision is also appropriate in cases where the Panel believes that the student was not given sufficient opportunity, prior to the Panel of Enquiry, to pursue the option of suspending studies.
 - (iii) That the student's studies must be terminated by the Panel (who may empower the Chair to act executively) if progress remains unsatisfactory based on the results of all modules completed in Semester 1. This decision is only appropriate in cases where the Panel is convened before the results of modules completed by an undergraduate student in Semester 1 are available. The Panel must also be confident that there will be sufficient evidence from such modules for the Chair to be able to judge whether progress remains unsatisfactory.
 - (iv) That the student's studies must be terminated at the end of the current term or semester, whichever is sooner.
 - (v) That the student's studies must be terminated immediately.
17. In cases where the Panel approves decisions ii, iv or v (as defined in paragraph 16), the Panel's decision must be executed in accordance with the University's procedures for suspension or termination of studies and as described in paragraph 18.
18. The Panel's decision must be conveyed in writing to the student by the Panel's secretary. The letter sent to the student will also include statements appropriate to the Panel's decision as follows:
- (i) In cases where the Panel approves decisions i, ii or iii (as defined in paragraph 16), a statement that the Panel's decision does not in any way guarantee that the student will be successful in future assessments and that any future decisions on progression and/or degree classification will be subject to a decision by an appropriately convened examination board or committee as defined in the Code of Practice for the assessment of Students for Undergraduate and Taught Postgraduate Courses.
 - (ii) In cases where the Panel approves decision ii, a statement as defined in paragraph 18i and a statement that the decision will be enforced according to the University's procedures for suspension of studies. In accordance with these procedures the student must be advised to contact, within 14 days of receiving the Panel's decision, a named officer in the Academic Registry to formally pursue the option of suspension of studies. If the

student does not contact the named officer within 14 days, or if the student disengages with the process at any time thereafter, then the matter will be referred to the Chair of the Panel to approve the immediate termination of the student's studies.

- (iii) In cases where the Panel approves decision iv or v, a statement that the decision will be enforced according to the University's procedures for suspension of studies. In accordance with these procedures, the student will be advised to contact, within 14 days of receiving the Panel's decision, a named officer in Academic Registry to formally terminate their studies. If the student does not contact the named officer within 14 days, then the named officer will take executive action to terminate the student's studies.

19. Students may appeal against the decision of a Panel of Enquiry by writing to the Vice-Chancellor within 14 days of receiving the Panel's decision. The Vice-Chancellor's decision is final and students who remain dissatisfied after an appeal to the Vice-Chancellor may contact the Office of the Independent Adjudicator according to the guidelines available at www.oiahe.org.uk.