

# Academic Progress Procedure

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Ownership	Deputy Academic Registrar
Approval	Academic Board
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## 1 Introduction

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- 1.1 The procedures set out in this document underpin the regulations which all staff and students are expected to follow. They provide greater details of the principles behind the regulations and the rules and processes that Goldsmiths puts in place to positively impact on the student and staff experience and to ensure compliance with external regulatory frameworks.
- 1.2 The relevant regulations appear in text boxes at the start of each section.
- 1.3 This procedure should only be used where all other attempts to support a student's progress have been exhausted, including referral to the Fitness to Study Procedure.
- 1.4 This procedure is not required in cases of extreme examination failure, where boards of examiners can take decisions to dismiss a student based on assessment outcomes.

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## 2 Failure in Assessments

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3.4.7 Heads of Department are responsible for monitoring the academic progress of students on programmes within their department and should ensure that every effort is made to support and retain students demonstrating unsatisfactory academic performance and/or attendance using the Academic Progress Procedure.

- 2.1 The programme board of examiners should determine on the basis of a student's assessment results and within the limits specified by the regulations, whether, and on what conditions, a student may proceed to the next year (if part time) and/or level of study, or may repeat a year of study wholly or partly.
- 2.2 A board of examiners may recommend dismissal of a student based on extreme examination failure for ratification by the College Board of Examiners, without referral of a student through these procedures.
- 2.3 A student may appeal a dismissal decision taken by a board of examiners under the Regulations and on the grounds and procedure set out in the College's academic appeal procedure.

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## 3 Progression Procedures

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- 3.1 Students are expected to attend scheduled teaching in accordance with the requirements of their programme and the Student Attendance Policy.
- 3.2 Students are expected to complete summative assessments in accordance with the requirements of their programme, at the time (and place) scheduled and in accordance with the Regulations. Where a student has exceptional circumstances preventing them from completing scheduled assessments, they can make an application under the College's Extenuating Circumstances Policy.
- 3.3 Where a student's academic performance and/or attendance is unacceptable, the Head(s) of Department (or delegate) concerned shall refer the student to the College Board of Examiners, advising the student in writing (usually by email) that their performance is unacceptable, giving reasons, and notifying them that unless their performance shows sufficient improvement they may be dismissed from the College.
- 3.4 The College will publish guidance and correspondence to be used by departments when referring students to the College Board.
- 3.5 A student will normally be given four term-time weeks from the date of referral to make the required improvements to their performance.
- 3.6 At the end of the four term-time weeks, the Head(s) of Department (or delegate) will advise the student in writing either that their performance has improved sufficiently and the referral will come to an end; or, where insufficient or no improvement has been made, will recommend to the College Board of Examiners that the student is dismissed.
- 3.7 The College Board may ask the student or Head of Department (or delegate) for further information before taking its final decision.
- 3.8 The College Board may then, having considered all the circumstances surrounding the case:
  - 3.8.1 refer the student to the Fitness to Study Procedure (if the student has not been previously referred); or
  - 3.8.2 permanently dismiss a student from the College; or
  - 3.8.3 temporarily suspend a student; or
  - 3.8.4 advise a student who is ineligible to continue to repeat some or all of the previous year of study either full-time or part-time.
- 3.9 The student will be informed of the decision of the Board as soon as possible; a student may appeal the Board's decision in line with the

College's academic appeal procedure.