

# Unsatisfactory School Based Progress Procedures

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Ownership	Associate Director (Student Administration)
Approval	Academic Board
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# 1 Introduction

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## 1.1 General

- 1.1.1 The policies and 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.
- 1.1.2 The relevant regulations appear in text boxes at the start of each section.

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## 2 Cases of Unsatisfactory School based Progress

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- 2.1 In respect of School Experience and other school based work the following special Regulations shall, as appropriate, replace the relevant provisions of the Goldsmiths Regulations governing student progress review and appeals. In all other parts of the programme the foresaid College Regulations above shall apply.

### 2.2 Commencement of school experience and other school based work

- 2.2.1 Any alleged case of unsuitability for the commencement of School Experience and other school based work shall, in the first instance, be dealt with promptly by discussion between the student and the relevant tutor, referring to the Head of Initial Teacher Education (ITE) if either the staff member or the student deem it necessary to do so. A written record of the discussion will be made
- 2.2.2 If the Head of ITE believes the student is still not ready to commence his / her School Experience, then he / she shall write formally to the student, outlining the reasons for the concern about the student's progress, with a copy being sent to the Senior Tutor of the Department of Education of Goldsmiths College. The student will then be normally be given two weeks to address any such issues

- 2.2.3 This shall be followed, if necessary, by a letter (issued by the Head of Department, not less than two weeks after the letter from the Head of ITE) to notify the student of a recommendation to the Academic Progress Committee (the Committee) that the student be dismissed from the programme.
- 2.2.4 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department, shall either permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue on his or her school experience until and unless the appeal is upheld.
- 2.2.5 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.

### **2.3 Continuation of school practice and other school based work**

- 2.3.1 Following representations from the school at which a student is engaged on school experience or other school based work, or from College tutors, the Head of the Department of Educational Studies may require a student immediately to withdraw from that school and may recommend to the Academic Progress Committee (the Committee) that the student be dismissed from the programme.
- 2.3.2 If such notification is given, the Committee shall convene without delay and, in consultation with the Head of ITE and the Head of the Department of Educational Studies, shall permanently dismiss the student from the College or decide that the student shall be permitted to continue with the programme. A student whose permanent dismissal has been decided shall have the right of appeal, but may not continue with his or her School Experience until and unless the appeal is upheld.
- 2.3.3 Notification of the decision shall be sent to the Head of Enrolments and Records who shall, if necessary, act thereon.