### 1 Introduction

This document has been developed to ensure that the academic standards of the College of Science and Engineering (the College) are maintained and that the implementation of progression decision for taught students is equitable across the College. This guidance is supplementary to the University’s Progression policy and is a guide for the Schools. A comprehensive list of progression decisions is available on: http://www.ed.ac.uk/files/atoms/files/progressiondecision_text.xlsx

This guidance is intended to provide flexibility when a student has marginally failed to attain the required number of credits or when progress has been affected by Special Circumstances. It also identifies students who have not demonstrated the potential to continue their studies and who should voluntarily withdraw or be excluded permanently from the University.

### 2 Scope

This guidance covers all taught students in the College.

For the purposes of this document, “Senior Tutor” may be taken to mean “Senior Tutor (or nominee)”.

Taught students do not have a right to progress if they have not attained the required number of credits and/or have not met all required academic criteria, but may be granted a concession to do so.

Progression decisions are made by School Progression Boards and communicated to students by EUCLID. The policy on informing students of their final programme, course and progression results can be accessed by clicking here.

If concessions are required, they are considered in accordance with this policy before the Board records a final progression decision.

These academic decisions are binding and it is not within the authority of a Senior Tutor or Personal Tutor to alter these decisions, however they are responsible for implementing the decisions. The formal processes for the implementation and communication with the student is determined by the School.

This guidance allows for the academic judgement of the Senior Tutor on the implementation of progression issues.

**Students on a Tier 4 student visa:** the UKV&I impose restrictions on the number of repeat and resit opportunities available to Tier 4 students. The Senior Tutor or the Personal Tutor cannot grant a concession for non-honours student and must request a concession from the College (section 4).
3 Implementation of Progression Decisions

College level guidance on processes:

Where there is evidence that the student has a realistic prospect of attaining the required standard the Personal Tutor may authorise the student to continue their studies if:

(i) the student has failed to achieve the required number of credits for the year of the programme for the first time, AND

(ii) the student is no more than 20 points short of meeting the required number of credits for the year of the programme, AND

(iii) the student has met any programme specific hurdles required by the School, AND

(iv) there are good reasons to support a claim to a likely improvement in progress.

Any agreement should be noted and reviewed by the Senior Tutor as appropriate before it is enacted on EUCLID.

Any student who does not satisfy the criteria above should be referred to the Senior Tutor.

In addition all students who have not passed core courses for their programme, or who have failed a progression hurdle for their current programme, should be referred to the Senior Tutor of the School, irrespective of the number of credits obtained.

Where there is evidence that the student has a realistic prospect of attaining the required standard, the Senior Tutor may agree progression, usually with some conditions required for progression to the following year. The ST can authorise progression on the following basis:

Repeat an academic year or part of a year

- Non-honours students - A Senior Tutor can grant a concession permitting a non-honours student to repeat an academic year or part of a year in attendance; or a non-honours student may be permitted to repeat a year for examinations or other assessments as 'examination/assessment only'. Students registered as 'examination/assessment only' have access to Learn, course notes etc. and library resource access. When a course is updated or modified, the student is expected to familiarise themselves with the new material and take the same assessment, based on the new version, as all other students. Students registered on the repeat year by ‘examination/assessment only’ will not be fully matriculated students and this may have implication for such matters as council tax exemptions, financial sponsorship and benefit entitlements.

- Honours students - Students are not allowed to repeat Honours-assessed work, however, if a student has been affected by a serious
illness or other such mitigating circumstances and there is an appropriate strong evidence via SCC and BoE process, the Senior Tutor can submit a concession request for a repeat to the College.

The Senior Tutor may permit a student to continue his/her studies without necessarily interviewing the student, however the Senior Tutor has the right to request an interview with a student where it is deemed to be in the student’s best interest. Attendance by the student at this meeting would be compulsory.

It is acceptable that students are required to attend a single interview with the Senior Tutor and another member of staff, provided that the Personal Tutor has the opportunity to provide comments to the Senior Tutor.

The Senior Tutor, with the approval of the Director of Teaching, may nominate a suitably-experienced academic colleague to act on his/her behalf.

In making arrangements for meetings Senior Tutors should be mindful of not setting meeting days or times where students would not have access to the University’s support services, Personal Tutors or EUSA after the meeting.

If a student has not achieved the required number of credits and there is no evidence that s/he has a realistic prospect of attaining the required standard, it is not in the interests of the student or the University to permit a continuation of their programme of study or to permit transfer onto a further year of study for an BSc Ordinary.

Senate Curriculum and Progression Committee has confirmed that Regulation 64 can be enacted prior to a student sitting the full four attempts (Reg. 24).

The College would therefore recommend where a student has not made academic progress and there is no realistic prospect of achieving success, the Progression Board should consider enacting Regulation 64 to allow a student an opportunity to pursue an alternative academic or career pathway. The College would recommend that any student who had only achieved 40 credits or less after two attempts should be considered under Regulation 64.

Enacting Regulation 64 would also be possible if a student’s academic failure was a result of a lack of engagement and participation.

If a student is not allowed to progress (progression decision FAIL) the Senior Tutor must arrange an interview. Under the University’s Withdrawal and Exclusion policy a student should be given the opportunity to withdraw voluntarily. The student should be given a defined time to make this decision (no more than 5 working days), complete the University’s withdrawal form and return this to the School. If the student does not complete the form by the deadline the student will be automatically excluded.

The Senior Tutor must arrange an interview with the student before permanently excluding him/her from the University. It is advisable in such sensitive meetings to have another member of staff present as an observer/note taker.

The Senior Tutor must decide whether the student should be permanently excluded from the University. The student should be given the opportunity of voluntary permanent withdrawal from the University. If the student does not
take this opportunity, then procedures for compulsory exclusion should be initiated.

The Personal Tutor, Student Support team and the Senior Tutor should follow the procedure at School level for recording any interviews and its outcome and for communication with Personal Tutor and the Student. It is recommended that the EUCLID notes field is utilised for this purpose, rather than email from an individual's account, as this is a permanent record and can be referenced by appropriate staff as required.

The School is responsible for updating the Student's record on EUCLID.

4 Implementation of progression decisions for Tier 4 students

Due to UKV&I restrictions the implementation of progression decision may be complicated and the University may not be able to accommodate some options.

The number of attempts at Junior Honours for students studying on a Tier 4 visa is restricted to a maximum of three attempts and one repeat year.

Repeat an academic year or part of a year (International students)

Non-honours Tier 4 students – a Senior Tutor can only implement the progression decision for a non-honours student to repeat an academic year or part of year if:

- the student has failed to achieve the required number of credits for the year of programme for the first time, AND
- the student has had no previous repeat years, AND
- the courses to be repeated are either the second or third attempt, AND
- there are good reasons to support a claim to a likely improvement in progress

Any student who does not satisfy the above cannot progress without a concession from the College Office.

Change of programme (international students)

The conditions surrounding a Tier 4 student’s ability to transfer between programmes have been amended by the Home Office (effective from 06/4/16). The amended progression guidance means that where the academic progression decision is a change from Honours to an Ordinary Degree this will in effect be considered by UKVI as a change of programme. The update to UKVI guidance has been interpreted by UKCISA and our International Office as meaning a student can no longer just seamlessly pass from one to another as this now has to be treated as a student changing to study at a level that is academically lower than the programme their Confirmation of Acceptance of Studies (CAS) was issued (i.e. from a SCQF level 10 (Hons) to SCQF level 9 (Ordinary)).

A Progression Board will follow the normal process to make an academic decision based on a student’s level of ability to progress onto Honours as per the remit of the Board. However, the implementation of the progression
A decision may require the student to return to their home country (between 2nd and 3rd year and make a new visa application) to allow them to return to study at the University of Edinburgh. Only if a new visa is issued will the student be entitled to continue with their studies and be in a position to achieve an Ordinary Degree. This amendment presently means that the University cannot guarantee that the student will be able to continue with studies.

Once the student has received the academic decision from the Progression Board it is mandatory for the student to speak with and receive written advice from the International student Advisory Service (ISAS) and return with this advice to the named contact in their School. Schools must ensure that they outline clearly, in writing, the academic options available to the student so that the student can take this to the International Office.

- The UKVI update does not affect a Board of Examiners right to award an ordinary degree at year 3 or 4 once the student has completed the appropriate academic study.
- If a student is unable to secure a Tier4 visa the student will be awarded the appropriate award for the level of achievement they have completed to date.

### 5 Further information

Students should seek advice from their Personal Tutor/School Student Support Team.

Personal Tutors should seek advice from

Lynda Henderson, Academic Affairs Officer
College of Science and Engineering, Weir Building,
The King’s Buildings, West Mains Road
Edinburgh EH9 3JY

Tel: +44 (0)131 650 5765; Email: lynda.m.henderson@ed.ac.uk

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| Policies superseded by this Policy | List policy/policies and/or previous authority superseded by this new policy |

Guidance on the implementation of progression decisions for taught students May 2016