

The London Interdisciplinary School

Academic Progress Policy

Introduction

This policy sets out the principles, policies and procedures relating to academic progress at the School.

Scope

This policy applies to all registered students of the School.

Principles

The School seeks to assist all of its students to achieve academic success. In order to be successful, students must engage as active partners in the learning opportunities provided by the School. Failure to do so will undermine their ability to progress and succeed on the programme. The policies and procedures relating to academic progress are therefore intended to be supportive rather than punitive.

Policies

This policy covers all form of non-engagement. For the purposes of this policy, non-engagement includes, but is not limited to:

- Failure to prepare for classes and other learning events;
- Failure to participate in class or other learning events;
- Failure to undertake sufficient private study or the practice of skills;
- Repeated or prolonged failure to attend class.

The School's Attendance Policy covers student attendance requirements and should be read in conjunction with this policy.

The School will seek to assist students in maintaining engagement with their studies through: monitoring of attendance, preparedness and engagement in learning activities; feedback on learning activities and formative and summative assessment; academic and pastoral support through the personal tutor and the student support resources and services offered by the Student Experience Department; and guidance on interruption of study, temporary withdrawal or repeating modules.

Procedures

Where a member of staff considers that:

- during a term, there are repeated instances of failures to satisfy requirements (e.g., in terms of attendance, preparation, engagement, study, assessment) of one or more modules on which a student is registered; and/or
- the student is considered unlikely to be able to sustain the academic workload and/or assessment burden necessary to regain satisfactory progress towards the award

they shall report the matter to the student's personal tutor. This personal tutor shall review the student's progress with the student, and develop a learning plan. This learning plan may include placing the student under review by the personal tutor, and may include conditions for progression (such as improved attendance or submission of work) that must be met by specified deadlines. Where the personal tutor determines that such conditions for progression are appropriate, they must notify the student in writing within 5 working days. This notification must set out clearly why the student has been placed under review; the requirements they must meet and the timescales within they must be met; the consequences of not meeting the requirements; and any specific assistance that might be available to them.

The learning plan developed by the personal tutor may also involve liaising with the Director of Student Experience and other academic faculty to determine what additional support can be provided to the student to support their engagement with their studies.

Where the student has notified the personal tutor of a change in personal circumstances that significantly impacts their ability to attend examinations or submit coursework, the personal tutor will advise the student, where appropriate, to apply to the Learning Director for an Extraordinary Deferral. An Extraordinary Deferral is a request for an additional examination sitting to be set, or for an extension to the submission deadline period. This application for deferral must be made in writing (email or letter) by 12pm on the working day before the last sitting of the examination or final deadline for the submission, and must provide objective and authoritative evidence (e.g., a medical note) of the mitigating circumstances justifying a deferral. The standard of evidence will need to be high to justify a deferral given the School's arrangements to accommodate the need for unexpected late submission and late sittings. Further details on Extraordinary Deferrals can be found in the School's Attendance Policy and the Examination Regulations.

Where a learning plan with conditions is set by the personal tutor, and where the conditions are met by the student, the student shall be permitted to progress on the programme. If the conditions of a learning plan are not met, they may refer the case to the Learning Director.

The Learning Director shall determine whether to:

- Issue a warning;
- Draw up a new learning plan with specified conditions;
- Exclude the student from assessment and examinations, in whole or in part, pending specified conditions being met;
- Require the student to withdraw from the School temporarily pending the achievement of specified conditions;

- Terminate the student's registration.

The student shall be informed of the Learning Director's decision within 5 working days of the decision being made.

Students have a right to appeal the decision of the Learning Director under the Academic Appeals Procedure. Students who appeal may attend such learning and teaching events as are considered necessary for continuing progression, provided they have attained the academic pre-requisites to do so.

Interruption of studies

A student may apply, or be required, to take a study break for a maximum period of twelve consecutive months for reasons for ill health or other extenuating circumstances, as set out by the Examination Regulations (Extraordinary Mitigating Circumstances). The decision on whether or not to grant this study break is at the discretion of the Learning Director.

Fees

Where a student is refused access to School services or provision as a result of failure to engage with their programme of study or inadequate academic progress, they shall not be entitled to any reimbursement of fees already paid or due to the School.

Name of policy/procedure:	Academic Progress Policy
Document owner:	Hannah Kohler, Head of Student Experience
Date Originally Created:	02/2019
Last reviewed:	02/2019
Reviewed by:	[name and job title]
Audited by:	[name and job title]
Date of Audit:	MM/YYYY
Date of next review: (annually unless otherwise agreed)	MM/YYYY
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Student Conduct Policy and Disciplinary Procedures Examinations Regulations and Procedures Attendance Policy Academic Appeals Procedure

Version Control			
Version	Author [name]	Date	Brief summary of changes
1	Hannah Kohler	20/02/2019	Original draft

