PROCEDURES RELATING TO STUDENT PROGRESS CONCERNS

Department has engagement/progress concerns about a student relating to failure to:
- attend regularly;
- adequately perform the work of the programme;
- present written work at appointed times;
- pass an examination;
- demonstrate a satisfactory level of professional competence*

Department take appropriate action(s) to address the issue(s). This may include, but is not limited to:
- Communications via telephone or email and/or departmental meetings with student;
- possible plans for study/action;
- signposting to University Support Services

Issue(s) Resolved
- No Further Action Required
- Submit Progress Concerns (PC) Report to SEP Team

Issue(s) Ongoing

1st Report: Progress Concerns Advisory Email
- Content and tone of email tailored to each PC Report. In addition to appropriate advice/signposting, may also include option:
- Of Post Aut Sem Exams Review by SEP Team;
- To withdraw student unless they respond to email by set deadline.
- PC Report Co-Ordinator copied into all correspondence.
- Details of meeting recorded on Faculty Officer Interview Report. Student is given opportunity to comment before copy sent to PC Report Co-Ordinator and uploaded onto student record.

2nd Report: Meeting with Faculty Officer
- Student Attends Meeting
- Student Fails to Attend Meeting
- Case reviewed in student’s absence. FO will decide on course of action using information at their disposal.
- Student notified, copy to PC Report Co-Ordinator,

3rd Report: Referral to Faculty Student Review Committee (FSRC)
- See Timetable for submission of PC Reports requiring Faculty Officer meeting at:
  www.sheffield.ac.uk/sss/sas/progress/timetable
- See ‘Notes on Procedures for Faculty Student Review Committees at:
  www.sheffield.ac.uk/sss/sas/progress

FSRC Committee makes decision. Outcome letter sent to student by post/email, copy to PC Report Co-Ordinator
- Student allowed to continue (with or without conditions)
- Student Excluded
- If Student Appeals Decision: Case heard by Senate Appeals Panel, administered by Student Conduct and Appeals Office

FLUID PROCESS - ANY STEP CAN BE SKIPPED OR REPEATED AS APPROPRIATE TO CASE

Note: It would not normally be appropriate to submit a Progress Concerns (PC) Report where:
- a student’s progress issues arise from medical or personal difficulties;
- where failure in exams is not repeated or sustained;
- student is on a Tier 4 visa and concerns relate mainly to attendance (speak to International Student Services in first instance);

Please refer to Notes for Departments on Procedures relating to Student Progress (www.sheffield.ac.uk/sss/sas/progress)

*relates only to programmes with a professional element and where external professional requirements not being met - speak to SEP Team if you intend to select this option.

For further information, see: www.sheffield.ac.uk/sss/sas/progress