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

Issue(s) Ongoing

No Further Action Required

Submit Progress Concerns (PC) Report to SEP Team

1st Report: Progress Concerns Letter

2nd Report: Meeting with Faculty Officer

3rd Report: Referral to Faculty Student Review Committee (FSRC)

See 'Notes on Procedures for Faculty Student Review Committees at: www.sheffield.ac.uk/sss/sas/review/timetable'

See Timetable for submission of PC Reports requiring Faculty Officer meeting at: www.sheffield.ac.uk/sss/sas/progress/timetable

Content and tone of letter 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 letter.

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.

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.

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 is not usual to write to, or meet with, students in the two weeks before or during an examination period or, for UG students, over the summer vacation period.

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

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;

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.