UNIVERSITY OF ST ANDREWS

Policy on Academic Alerts: Guidance for Students

Whom is the Policy on Academic Alerts for?
This policy applies to all UG and PGT students and is effective from the academic year 2016/17.

What is the Academic Alert system?
- It’s a mechanism for alerting students to deficiencies in their studies;
- If appropriate, it directs students to the people or services that can help them;
- It’s a way for Schools to warn students of some of the various penalties they might receive, (eg for non-attendance or non-completion of compulsory learning elements).

Why am I getting an Academic Alert?
The Module Coordinator or any other appropriate member of staff can issue you with an Academic Alert via email when either your academic performance is below the standard expected at University or you did not attend or complete compulsory elements of a module. The Alert also tells you exactly what the problem is, what you need to do, where you can find support (if appropriate), and the consequences you will face if you do not take appropriate action.

Which types of Academic Alerts are there?
Academic Alert: ENGAGEMENT - Used for lack of academic engagement or poor performance.
Academic Alert: ABSENCE - Used for missing compulsory classes.
Academic Alert: ASSESSMENT (Late Submission)
Academic Alert: ASSESSMENT (Failure to complete assessment)
Academic Alert: FINAL - Explained later.

How do I know what the compulsory components of a module are, and how many I can miss?
It is the School’s responsibility to specify which parts of a module are compulsory and how many (if any) of these you can miss. See your School and Module Handbooks for information on compulsory module components.

Will an Academic Alert appear on my final record?
No, don’t worry! It will not appear on any permanent records.

What do I have to do after receiving an Alert?
It is your responsibility to take the action required of you, which is detailed in the Alert, to avoid the specified consequences. Once you have done that, no further action is necessary.

Is it possible for the School to send me another Alert?
Yes, you might get another Academic Alert if you do not take the action required of you.
You might also get another Alert if you have taken the required action, but your performance has not improved.

Is a self-certificate of absence enough, if I am not able to fulfil a compulsory element of a module?

No, completion of a self-certificate of absence does not exempt you from fulfilling a compulsory element of your module, and you might get an Academic Alert. Self-certificates of absence will be taken into account by Schools when issuing an Academic Alert: ABSENCE.

Normally, in order to avoid an Academic Alert after completing a self-certificate, it is your responsibility to contact the School to ask what is required of you in relation to the missed compulsory element.

What is an Academic Alert: FINAL?

If you do not take the required action after you have received an Academic Alert, you may receive an Academic Alert: FINAL without further warning, where you are told that you will receive a grade of 0X at the module boards. You will never receive an Academic Alert: FINAL before receiving an Academic Alert explaining what the problem is.

What should I do after receiving an Academic Alert: FINAL?

You can cease to attend that module entirely, but you are not forced to do so.

Schools do not need to mark any work or examination papers submitted by a student after the issuing of an Academic Alert FINAL, but they should retain all such work on file in case of an eventual successful appeals process.

What if I believe I have good reasons for not acting upon an earlier issued Academic Alert?

If this is the case, present your explanation to the appropriate member of staff identified on the Academic Alert: FINAL within the specified deadline. If your explanation is accepted, the Alert will be rescinded.

And what if my explanation is not accepted?

If you still believe you have a worthy excuse, discuss it with the Director of Teaching, who will consider all available evidence before making a decision.

The Director of Teaching did not accept my explanation, but I still think I am right. What should I do?

As a student, it is your right to appeal against any decision, as long as you have appropriate grounds for an appeal. Find out details of the appeals process by reading the Policy on Student Academic Appeals.

Are you a Tier 4 student?

If you are a student with a Tier 4 visa, please be aware that the consequences for not acting upon Academic Alerts might include the refusal of extensions to your visa or you might have to leave the UK during Leave of Absence if you are forced to take one.
To sum up

If you get an Academic Alert, take the action that is required of you and that is detailed on the Alert. If you do not take this action, you may receive an Academic Alert FINAL where you might be told without further warning that you will receive a grade of 0X at the module board. If you have good reasons for not taking the action required by your first Academic Alert, discuss these with the staff members detailed in the Academic Alert: FINAL or, if not satisfied, with your Director of Teaching. If they do not accept your excuses, but you believe you had good reasons, you can appeal to this decision. If you do not do what the Academic Alert asks you to do, your grades might be affected, which might have consequences on your progression to subsequent years, eg you might receive a grade of 0X by the Module Board with no right to reassessment.

12 February 2016
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Action Required</th>
<th>Consequences</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Alert: ENGAGEMENT</strong></td>
<td>I am concerned about your lack of academic engagement, and/or poor performance with this module. The details are ...</td>
<td>Make an appointment to see the Module Coordinator to discuss the risk to your academic studies; they may suggest you contact Student Services.</td>
<td>Your academic grades may be affected. This may have consequences for your progression to subsequent years or may affect your degree outcome.</td>
<td>Onus on student</td>
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<tr>
<td><strong>Extra consequences text for Tier 4 students in the above situation.</strong></td>
<td>Students with a Tier 4 visa are required to demonstrate successful progression throughout their studies as part of the conditions of their visa. Failure to demonstrate this may mean you are unable to obtain an extension to your visa should you require additional time to complete your degree programme.</td>
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<td><strong>Academic Alert: ABSENCE</strong></td>
<td>You have missed compulsory class(es) for this module and may be at risk of contravening the School's and/or University's absence policy. The details are ... (need to provide module code and detail of class(es) missed)</td>
<td>Contact the Module Coordinator immediately to discuss your position; they may refer you to the Registry Support Officer, Pro-Dean or Student Services.</td>
<td>• Absence from University for more than two consecutive weeks, more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days contravenes University regulations and you may be required to take Leave of Absence. For the University's regulations on absences see <a href="http://www.st-andrews.ac.uk/students/academic/">www.st-andrews.ac.uk/students/academic/</a> • You may be awarded 0X by the Module Board with no right to reassessment if you do not complete enough of the module to be awarded credit. See the School and/or Module Handbooks.</td>
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<td>Students with a Tier 4 visa who are absent without explanation will be reported to the UKVI as not attending, at which point the University will withdraw its sponsorship, and you will be required to leave the UK. Should you be required to take a leave of absence the University will report this to the UKVI and you will be required to leave the UK for the duration of the leave of absence. + Registry</td>
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<td><strong>Academic Alert: ASSESSMENT (Late Submission)</strong></td>
<td>You have failed to submit one (or more) assignments on time for this module. The details are ... (need to provide module code and detail of which assignment(s)).</td>
<td>Contact the Module Coordinator regarding submission of the outstanding assignment(s) by the date given below. Be aware that there are grade penalties for late submissions without good reason.</td>
<td>• Your grades will be reduced for late submission. See the School and/or Module Handbooks. • You may be awarded 0X for the module with no right to reassessment if you fail to submit work and/or do not complete enough of the module. See the School and/or Module Handbooks.</td>
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<td>Academic Alert: ASSESSMENT (Failure to complete assessment)</td>
<td>You have failed to complete one (or more) assessments for this module. The details are ... (need to provide module code and detail of which assessment(s))</td>
<td>Contact the Module Coordinator to discuss your position and any action required.</td>
<td>You may be awarded 0X by the Module Board with no right to reassessment if you do not complete enough of the module. See the School and/or Module Handbooks.</td>
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<td>Academic Alert: FINAL</td>
<td>You have now missed, or failed to submit work for, too many compulsory module elements. The details are ... (need to provide module code and detail of compulsory element(s)).</td>
<td>Contact the Director of Teaching within 7 days if you believe you have good reasons for your absence(s), and/or for your missed assessment(s).</td>
<td>You will be awarded 0X by the Module Board and receive no credits for this module, with no right to reassessment. See the School and/or Module Handbooks.</td>
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1. Corresponds to a drop-down menu allowing Schools to select the appropriate person for the student to contact with regards to an issued alert. Consequently the position currently identified is a placeholder only.