



UNIVERSITY OF ST ANDREWS
POLICY ON EARLY ACADEMIC INTERVENTION

Policy Title	Early Academic Intervention
Scope	All to Undergraduate and Taught Postgraduate Students
Relationship with other policies	-
Owner	Proctor's Office
Approving Committee	Learning & Teaching Committee, then Academic Council
Policy approved date	March 2017 (Originally approved) December 2017 (Revisions to Medicine and PGT regulations approved) March 2018 (Revisions to Probation conditions approved)
Policy effective from date	March 2017 (Original effective from date) January 2018 (Revisions to Medicine and PGT regulations effective) March 2018 (Revisions to probation effective)

1. Principles

- 1.1. As specified in Senate Regulations, a student may have their studies at the University terminated, and be required to leave the University, if their academic performance is unsatisfactory over an extended period. Termination of studies is considered a last resort, and is normally only applied in cases where it is no longer possible for a student to complete their programme within that programme's specified time limits, or where a student's performance has not improved sufficiently following an earlier intervention.
- 1.2. To complement the Academic Alerts process, which is applied at a module level, the University operates an academic intervention process at an overall degree programme level. The principle is to help students recognise when their academic progress may be at risk, at a sufficiently early stage that they have opportunities to take action to address any underlying problems. Risks to studies include module results below those consistent with satisfactory academic progress; failure to progress on a student's degree programme of choice, and in the most severe cases, termination of studies.
- 1.3. The academic intervention process involves issuing a student at risk with a series of warnings of increasing severity¹.
 - PERFORMANCE WARNING: Students whose academic performance in a semester is below a threshold defined for their programme, but are not at any immediate risk of failing to meet Senate Regulations, will be contacted to explain the sources of advice and support available.
 - PROGRESSION WARNING: Students who are at risk of failing to meet Senate Regulations, depending on the outcome of assessments to be taken later in the current academic year, will be contacted to explain this risk and its potential consequences.
 - PROBATION WARNING: Students who have not passed the minimum amount of credit required by Senate Regulations will have their studies placed under probation². Conditions will be attached to the continuation of their studies.
- 1.4. The final level of academic intervention, when a student has not succeeded in addressing unsatisfactory performance identified in lower-level interventions, or is unable to complete their programme within specified time limits, is termination of studies. The student will be given clear guidance as to the procedures for appeal against such a decision.

¹ Depending on circumstances, it is possible that a student will receive a progression or probation warning without having previously received a lesser warning.

² There are additional circumstances under which a probation warning may be issued in the Faculty of Medicine.

2. Procedure

Early Academic Intervention Procedure: Warnings

- 2.1. Following the publication of module results, Registry will identify students who should be sent an Early Academic Intervention warning letter from the relevant Pro Dean. Students due to receive performance and progression warning letters will do so by e-mail only, whereas students due to receive probation warning letters will do so by both hard copy and e-mail. This list will be cross-checked against a list supplied by Student Services of all students currently engaging with Student Services due to personal circumstances, to identify any for whom a standard warning letter would be inappropriate.
- 2.2. Early Academic Intervention warning letters will be sent after the publication of module results following each examination diet. Where a student meets the criteria for more than one category of warning, they will receive a single letter combining all the relevant information. Letters will be copied to relevant Advisers of Studies and Directors of Teaching.

Undergraduate Students

Procedure in the Faculties of Arts, Divinity and Science³

- 2.3. A **performance warning** will be issued to any General degree programme student:

- who fails any module

and to any Honours degree programme student:

- who fails any module; or
- whose grade is below 11 in all modules taken in the semester.

The performance warning will refer the student to the advice and support available from Student Services and CAPOD, and recommend that they arrange to meet their Adviser of Studies or the relevant Pro Dean (Advising & Admissions) if they wish to discuss any aspects. The student will be required to submit a written statement to their Adviser of Studies reflecting on the reasons for their under-performance⁴.

- 2.4. A **progression warning** will be issued to any student who is at risk of not gaining enough credits in the current academic year to meet Senate Regulations on minimum progression rates. The letter will explain this risk and its potential consequences. The student may be required to meet their Adviser

³ The Early Academic Intervention Process for Students for the BA (International Honours) Joint Degree Programme is distinct from the processes outlined in this policy. The intervention procedures for this programme is outlined in the Policy and Regulations of the programme at <https://www.st-andrews.ac.uk/media/registry/csa/bainthons/BA%20International%20Honours%20Policy%20and%20Regulations.pdf>. (p.10)

⁴ Support in writing this statement will be available from Student Services if the student wishes.

of Studies, the relevant Pro Dean (Advising & Admissions), Student Services and/or CAPOD.

- 2.5. A **probation warning** will be issued to any student who is not already studying under probation conditions, and cannot now gain enough credits in the current academic year to meet Senate Regulations on minimum progression rates. The student will be permitted to continue their studies under probation for the next two semesters, on condition that they take and pass at first attempt at least 40 credits in each semester. Gaining these credits is a minimum requirement to avoid subsequent termination of studies. In most cases the student will need to take additional credits in order to meet the expectations for progress in their studies, and will be advised accordingly. The student will also be required to engage with the Pro Dean (Advising & Admissions) and their Adviser of Studies (to confirm the appropriate programme of studies for the academic year) and Student Services, and may be advised to engage with study skills programme(s) provided by CAPOD.

Procedure in the Faculty of Medicine

- 2.6. A **performance warning** will be issued to any student who receives an average grade below 11 in any given semester. The letter will outline the implications of their performance appropriate to their level of study, will refer the student to the various sources of advice and support available, and recommend that they arrange to meet their personal tutor or the Pro Dean (Medicine) if they wish to discuss any aspects.
- 2.7. A **progression warning** will be issued to any student:
- who fails a sub-Honours module in their first semester of study; or
 - who is at risk of not gaining enough credits in the current academic year to meet Senate Regulations on minimum progression rates.

The letter will outline the implications of progression concerns and will refer the student to the various sources of advice and support available. The student may be required to meet the Director of Teaching, the Pro Dean (Medicine), Student Services and/or CAPOD.

- 2.8. A **probation warning** will be issued to any student who is not already studying under probation conditions, and:
- who cannot now gain enough credits in the current academic year to meet Senate Regulations on minimum progression rates; or
 - who is admitted to Honours under the conditional entry process.

The student will be permitted to continue their studies under probation, with conditions that certain modules must be passed within a specified time limit. The student will be required to meet the Pro Dean (Medicine), the Director of Teaching and Student Services, and may also be required to meet CAPOD.

Where the student is eligible to request change of Faculty, and has submitted a request within the time limit for doing so, the probation warning will be delayed

until a decision is reached, since the outcome will affect the probation conditions.

A student studying under probation who is permitted to change Faculty may have new probation conditions attached.

Postgraduate Taught Students

- 2.9. A **performance warning** will be issued to any student who has failed modules with the right to reassessment, but has gained enough credits to meet Senate Regulations on minimum progression rates⁵ in the current semester of studies.

The letter will outline the implications of not achieving passes in the failed modules at reassessment, refer the student to the various sources of advice and support available, and recommend that they arrange to meet their Adviser of Studies if they wish to discuss any aspects.

- 2.10. A **progression warning** will be issued to any student who has failed modules with the right to reassessment, but who prior to taking reassessment in the affected modules has not gained enough credits to meet Senate Regulations on minimum progression rates in the current semester of studies.

The letter will be sent by the Pro Dean (Taught Postgraduate) outlining the implications of not achieving passes in the failed modules at reassessment and meeting the Senate Regulations minimum progression requirements, and will also refer the student to the various sources of advice and support available. The student may be required to meet their Adviser of Studies, the Pro Dean (Taught Postgraduate), Student Services and/or CAPOD.

- 2.11. A **probation warning** may be issued to a student who has not gained enough credits in a given semester to meet Senate Regulations on minimum progression rates, and who has experienced extenuating circumstances affecting the progression of their studies during that semester. Following the publication of results, the Pro Dean (Postgraduate Taught) can recommend a set period of probation to resolve issues with the progression of a student's studies, rather than moving directly to termination of studies. Conditions will be attached to the continuation of studies, and the student may be required to meet with their Adviser of Studies, the Pro Dean (Taught Postgraduate), Student Services, and/or CAPOD to monitor progress.

Academic Intervention Procedure: Termination of Studies

- 2.12. Following the publication of module results, Registry will identify students who have failed to meet current probation conditions, and any other students who as a consequence of results are unable to complete their degree programme in compliance with Senate Regulations. The relevant Pro Dean will write to each student notifying them that their studies are to be terminated. Students wishing

⁵ The minimum credit threshold is 40 credits per semester for full-time students, 20 credits per semester for part-time students, and 20 credits per academic year for distance learning students.

to appeal against the decision may submit a Stage 1 appeal, as specified in the University's Policy on Student Academic Appeals.

Undergraduate Students

- 2.13. Registry will request comments on each case from the student's Adviser(s) of Studies, Head(s) of School, Director(s) of Teaching, and Student Services.
- 2.14. Each student's case will be considered by a Cross-Faculty Termination of Studies Board, comprising the Deans, Pro Deans (Advising & Admissions), and Pro Dean (Medicine), supported by Registry staff. The Board will consider comments received, and any appeal, and reach a decision on whether the student's studies should be terminated. When the decision is that studies should not be terminated, additional conditions on continuation of studies may be imposed.
- 2.15. Following the meeting of the Board, the relevant Dean will write to each student who submitted a Stage 1 appeal, informing them of the decision and its rationale, and giving advice on their right to submit a final Stage 2 appeal to Senate if their studies have been terminated. The relevant Pro Dean will write to each student who did not appeal, confirming the termination of their studies.

Postgraduate Taught Students

- 2.16. Registry will request comments on each case from the student's Adviser of Studies, Head of School, Director of Postgraduate Studies, and Student Services.
- 2.17. Each student's case will be considered by the relevant Dean. The Dean will consider comments received, and any appeal, and reach a decision on whether the student's studies should be terminated. When the decision is that studies should not be terminated, additional conditions on continuation of studies may be imposed.
- 2.18. The Dean will write to each student who submitted a Stage 1 appeal, informing them of the decision and its rationale, and giving advice on their right to submit a final Stage 2 appeal to Senate if their studies have been terminated. The Pro Dean (Taught Postgraduate) will write to each student who did not appeal, confirming the termination of their studies.

For All Students:

- 2.19. Registry will update all relevant internal student records, ensure that outcomes are communicated to the relevant Units and Schools, and will keep a record of students who have conditions attached to their further studies.
- 2.20. The record for a student whose studies are terminated will remain open until expiry of the deadline for submission of a final Stage 2 Senate appeal, or until delivery of the result of such an appeal. They may continue to attend classes in the interim.

- 2.21. A student on a Tier 4 visa who has had their studies terminated will be reported to UKVI as no longer fulfilling the sponsorship criteria.