V-Coding

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Key terms	Academic policies/Student progression/V coding
Purpose	This policy explains the rationale and procedure for V-coding being applied to a student record.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
2.1	Updated to clarify that Associate Provost Students may escalate cases.	Updated	Academic Policy Officer (Digital & Student Experience), Education Policy & Quality	26 July 2023

POLICY ON V-CODING[1]

1. Rationale

In exceptional circumstances, a student enrolled in an undergraduate or taught postgraduate programme may be ineligible to progress or to complete their degree, or otherwise significantly disadvantaged.

2. Policy

To address such cases, and only where there is compelling evidence of the severity of the student's circumstances and also justification for why they were not able to request Leave of Absence or other adjustments at the time of those circumstances, all grades in either a single semester or whole year may be marked as empty (*vacat*). This V-coding is displayed in place of a grade on the transcript in the affected semester(s) and permits the modules to be re-taken, removes the modules from the degree classification algorithms and degree pathway. Such V-coding prevents any perceived disadvantage to the student which may arise from displaying non-representative poor grades. The wording on the transcript to describe V-coding will be "Module grade declared void due to mitigating circumstances". V-coding only affects the student's module grades in the relevant semesters; in all other respects the student's record remains the same.

3. Procedure

Students cannot request V-coding. The decision to apply the V-coding policy lies with the Vice-Principal (Proctor) or named delegate and will arise as result of escalation of such exceptional cases by the Associate Deans (Students) and Associate Provost Students.

Cases will be adjudicated on the basis of a full overview of the student's academic and personal circumstances. Information will be solicited from relevant parties including Student Services, Schools, Associate Deans and Registry. V-coding may not be awarded to students who are not in good standing with the University, eg misconduct or tuition fee debt.

In the exceptional cases in which V-coding is deemed appropriate, the student will be advised that a V-coding could be applied to his/her record, and the implications of accepting or rejecting V-coding will be explained in writing. A condition for the application of the V-code is that either (a) the student provides evidence that the exceptional circumstances have now been resolved, or (b) the student takes Leave of Absence until such evidence can be provided. V-coding of modules does not imply that other elements of a student's history will be deleted (for example, academic misconduct, non-academic misconduct, and financial liability).

The student will be required to confirm that they accept the V-coding and acknowledge its consequences as part of the acceptance process and before the code is applied.

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[1] To be read in conjunction with the extenuating circumstances policies.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
01	Changes to titles/contact details to reflect decanal restructuring	Updated	-	February 2021
02	Minor update to remove the restriction that V-coding can only be offered when there is no other alternative that allows progression.	Updated	Associate Deans Students	April 2021
2.1	Updated to clarify that Associate Provost Students may escalate cases.	Updated	Academic Policy Officer (Digital & Student Experience), Education Policy & Quality	26 July 2023