Please could the following case be referred to the Progress and Awards Board for consideration in accordance with the Code of Practice on Student Attendance and Reasonable Diligence:

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| Student: | **<Name>** |
| Programme: | **<Programme title and year>** |
| Recommendation: | Fail and Withdraw in accordance with the Code of Practice on Student Attendance and  Reasonable Diligence |

**Background:**

* When the student started the programme
* Is the programme campus-based, full-time/part-time, Distance Learning, professional or CPD programme, taught abroad?
* Is the student Tier 4?
* Progression history of the student and number of credits completed if applicable
* Whether the student has had any contact with the Welfare service within the School

**Evidence of lack of reasonable diligence:**

* What monitoring was undertaken that raised the concerns, for example details of lack of attendance, missed contact points, non-submission of assignments, number of days since logged onto Canvas or other teaching support systems, etc.

**Record of contact:**

* <Date> - **First stage** reasonable diligence email and letter sent inviting student to a meeting with Programme Lead/Tutor on <Date>.
* <Date of first stage meeting> - Meeting with the Programme Lead/Tutor. The Student *attended/did not attend* the meeting. An action plan to achieve reasonable diligence was agreed and confirmed in writing on <Date> . *There was no response from student* (if applicable)
* <Date> - *Concerns were raised as the student had not complied with the agreed action plan following the first stage meeting / As the student did not respond to the invitation for the first stage meeting* **Second stage** reasonable diligence email and letter was sent confirming the requirements to improve in order to achieve reasonable diligence. *The student was invited to a further meeting to discuss the situation with Programme Lead/Tutor on <Date>.*
* <Date> - *Student was not following conditions of improvement / student did not attend meeting / no response from second stage letter.* **Third stage** reasonable diligence letter was sent by post and email, advising that their case will now be referred to the Board of Examiners.

**Recommendation from Board of Examiners**

* Confirmation of recommendation of Board of Examiners, e.g. the Board of Examiners recommends that the student be withdrawn from the programme/module on the grounds of reasonable diligence
* Date of the Board or Chairs Action
* Name and position of signatory

Referrals to the Progress and Awards Board are to be sent to **Marcelle Cobbold** (m.y.cobbold@bham.ac.uk), Secretary to the Progress and Awards Board

The case will be presented at the next meeting of the Board or sent to the Chair for consideration.

The outcome of the referral will be confirmed at the earliest opportunity.

If the recommendation for the student to be withdrawn from the programme is approved the student will be sent official notification by Registry

***Notes:***

* *The template provides suggested relevant information to be included in the referral to ensure the Progress and Awards Board can make a considered decision regarding ratification of the recommendation. Please use this as a guide and use statements where applicable.*
* *Please also include any information about additional correspondence with the student that evidences where issues of lack of reasonable diligence where raised, for example emails from tutors to ask why the student did not attend teaching, emails following missed assignment submission dates, etc.*
* *It is suggested that students should be contacted by email and letter.*
* *Any referral made to the Progress and Awards Board for the student to be withdrawn from the programme or module must be made before the end of Semester 2 if the student would be expected to be assessed during the main summer examination period. Should the student choose to appeal against the decision this will provide adequate time to be resolved before the examination period. (In accordance with Section 3 of the Code of Practice).*