

CARDIFF
UNIVERSITY

PRIFYSGOL
CAERDYDD

**STUDENT ACADEMIC
ENGAGEMENT PROCEDURE
(TAUGHT PROGRAMMES –
PARTIAL STUDENT
ENGAGEMENT)**

CONTENTS

Introduction	3
Procedure	3
Academic Engagement Panel	4
Request for Review	5
Flow Chart.....	5

1. Introduction

- 1.1. Your School will monitor your level of engagement with your study in accordance with the information issued at enrolment, which reflects the academic requirements of your programme.
- 1.2. Engagement is monitored to ensure that students are making satisfactory academic progress. If you are not engaging to a satisfactory level, the Head of School will bring their concerns to your attention. You will be advised of the concerns and given an opportunity to engage with support services and tutors, but if your engagement does not meet the required level, further action may be taken.
- 1.3. If you are a disabled student and you require adjustments to this procedure to be able to fully engage with the process, please contact the [Head of Registry](#) to discuss any reasonable adjustments which can be made to support your engagement.

2. Procedure

- 2.1. Staff may bring to the attention of the Head of School the details of any student whose academic engagement is cause for concern.
- 2.2. On receipt of a report, the Head of School will consider the evidence and decide whether your academic progress is unsatisfactory.
- 2.3. If the Head of School decides that your academic progress is unsatisfactory, they will issue you with a formal written warning and initiate a period of monitoring. Their communication should contain:
 - an invitation to you to highlight any circumstances which might have had an adverse effect on your ability to fulfil the academic requirements of the programme;
 - details of the support you will receive to improve your engagement with the programme and how your attendance will be monitored;
 - a report of your engagement for each module/unit of study deemed to be a cause for concern, which will specify how you have failed to satisfy the requirements of the programme;
 - the details of the formal written warning issued to you and the period for which it will remain in place;
 - the requirements you must complete in order to avoid being recommended for temporary or permanent exclusion from the programme, and the deadline for completion.
- 2.4. A formal written warning to you **shall not specify** either:
 - the achievement of a certain level of performance in one or more formal assessments/examinations **or**
 - an overall result in the formal progression or qualifying assessment/examination, as determined by an Examining Board.
- 2.5. A warning of temporary or permanent exclusion will be in place for a minimum of 14 consecutive days and a maximum of 28 consecutive days. You will not be issued a warning of exclusion during a formal examination period, but a warning issued before an examination period will continue to be monitored.

- 2.6. You will be required to obtain the signature of each tutor to demonstrate your attendance at all sessions you are required to attend.
- 2.7. At the end of the warning period, the Head of School will consider your engagement and the evidence provided to determine whether:
- there has been sufficient improvement in your engagement and no further action should be taken; **or**
 - there has been some improvement, but not sufficient for the warning of exclusion to be lifted. The period of warning may be extended for one further period, up to a maximum of 28 consecutive days. The overall period of warning should not exceed 56 consecutive days from the date of first formal warning; **or**
 - there has been insufficient improvement and that you should attend an Academic Engagement Panel to consider a formal recommendation for temporary or permanent exclusion. You will be invited to attend the panel by the Head of School who will provide the following information:
 - a copy of the formal written warning you received, including a detailed list of the requirements which you were required to complete in order to avoid being recommended for exclusion;
 - a report on your progress in each Module/Unit of Study and how you have failed to satisfy the requirements of the written warning.
- 2.8. You will be informed of the Head of School's decision by email.

3. Academic Engagement Panel

- 3.1. The membership of the panel will be:
- Head of School, as Chair; **and**
 - 1 member of academic staff from the School, who is not directly involved in your teaching.
- 3.2. No member of staff should be a member of an Academic Engagement Panel if they have been involved in prior consideration of your case.
- 3.3. The Academic Engagement Panel shall determine whether:
- there will be no further action; **or**
 - there will be a period of extended monitoring; **or**
 - you will be excluded temporarily for a specified period with a right to re-enter the programme at a defined point; **or**
 - you will be excluded permanently from the programme.
- 3.4. If the Academic Engagement Panel decides to exclude you temporarily or permanently, you will be notified of the decision via email by the Head of School.
- 3.5. The Head of School will notify the Academic Registrar of the decision to exclude you temporarily or permanently.

4. Request for Review

- 4.1. You may appeal a decision made under this procedure in accordance with the grounds and timescales set out in the [University Review Procedure](#).

5. Flow Chart

Concern regarding academic engagement referred to Head of School;
Head of School decides whether your academic progress is cause for concern or unsatisfactory.



Head of School instigates a monitoring period and issues you a formal written warning of exclusion;
Head of School reviews engagement and considers whether to recommend consideration by an Academic Engagement Panel.



If exclusion is recommended, a meeting of the Academic Engagement Panel, which you will be invited to attend, will be convened;
Head of School will inform you of the decision of the panel;
If you are excluded, the Head of School will inform the Academic Registrar.



If you are excluded from your programme temporarily or permanently, you have the right to challenge the decision under the University Review Procedure, provided your appeal falls within the permitted grounds.