

The Courtauld

The Courtauld Institute of Art

Regulations Governing the Termination of Registration on Academic Grounds

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1 Introduction

1. This procedure provides for the termination of registration on academic grounds other than failure in a prescribed examination. It applies to any student registered at The Courtauld.

2. A student's registration may be terminated on academic grounds under this procedure where their academic performance, progress, attendance and/or attainment (hereinafter referred to as 'academic performance') falls below the required standard in a way that suggests that the course of study is unlikely to be completed satisfactorily or successfully. This includes (but is not limited to) absence from lectures, classes, seminars, tutorials or other required activities; failure to submit required work; submission of work significantly below the required standard; and any other factors that impede academic progress, such as a lack of co-operation with a tutor or supervisor.

3. Proceedings under this procedure are not disciplinary proceedings and termination of registration is not a disciplinary sanction. If the academic grounds constitute misconduct as defined in the *Code of Student Misconduct*, then proceedings shall be instituted under that Code.

2 Warnings About Academic Performance

4. A student whose academic performance gives cause for concern will:

- 4.1 Be given a written warning from the course director (or equivalent) or the student's supervisor, including the conditions that must be satisfied to remedy performance, when the conditions must be met, and to whose satisfaction; and
- 4.2 be offered counselling by their personal tutor or by another officer of The Courtauld.

5. The warning may be repeated and the conditions may be varied after further meetings with the student. A written record shall be retained of any such warning and a copy sent to the student.

6. In serious cases where a warning would not be appropriate, or where a warning cannot be issued (e.g. because the student cannot be contacted), or where the warning is ignored, and where academic performance remains unsatisfactory after due warning has been given, registration may be terminated as set out in paragraphs 9 to 16.

3 Academic Insufficiency Caused by Medical or Health Reasons

7. If it appears to The Courtauld, or if the student alleges, that the academic grounds for termination of registration may have been brought about by medical or health reasons, including mental ill-health or substance abuse, The Courtauld before commencing proceedings may seek, and may require the student to seek, professional advice. The Courtauld may require a student to undergo a medical examination or to provide evidence from a medical practitioner.

8. The Courtauld shall consider the evidence and medical advice and the prospects of improvement enabling completion of a course. In the light of this advice, The Courtauld shall consider if a period of interruption of study would be more appropriate

than termination of registration. Any material available to The Courtauld shall normally be supplied to the student.

4 Termination of Registration

9. Registration may be terminated on academic grounds by the Director of The Courtauld.

10. A recommendation that registration be terminated under this procedure may be made to the Director by a programme director (or equivalent) or the student's supervisor, but only after a warning has been issued and counselling has been offered as in paragraph 4 above, the time for satisfying any conditions in that warning has elapsed, and in any event not less than four weeks have elapsed since the written warning. Proceedings may be initiated by the Director without such a recommendation, provided that the conditions mentioned in paragraph 4 have been satisfied.

11. The Director may:

- 11.1 Summarily dismiss the recommendation, at the Director's discretion;
- or
- 11.2 arrange for an interview with the student.

12. The student shall be sent written notice at least ten working days in advance of the interview, including the reason for it, a copy of all relevant information received by the Director and a copy of this procedure. The student may be accompanied by a friend during the interview and will be given an opportunity to speak and ask questions.

13. The Director may require attendance at the interview of other persons from The Courtauld (normally the student's personal tutor or supervisor) and shall consider a request from the student for the attendance of other persons. The interview will be conducted at a time and place and in a manner that seems to the Director most appropriate. The interview may be conducted notwithstanding the non-attendance of any other person provided that the Director and the student are both present.

14. The Director may reach a decision without interviewing the student if the student cannot be contacted or fails to attend after due notice.

15. After the interview, or the date fixed for the interview if the student was absent, the Director must within five working days reach one of the following decisions:

- 15.1 That termination of registration is not justified;
- 15.2 that termination of registration is not justified but there are sufficient academic grounds to justify a termination of registration unless a particular course of action is followed, or on some future event;
- 15.3 that termination of registration is justified.

16. The Director shall within ten working days of the decision inform the student of the decision either orally (in which case it shall be confirmed in writing), or in writing, stating any conditions required under paragraph 15.2.

17. Where a decision under paragraph 15.2 or 15.3 is made, the student shall be given at least ten working days to make a submission for review to the Chair of the Governing Body through the Director of Resources. If no such submission is made the decision of the Director shall be put into effect.

5 Review of the Decision of the Director

18. The appeal shall immediately be referred to a Review Committee constituted in accordance with paragraph 19; the Review Committee shall meet as soon as is reasonably practicable and normally not more than four weeks from the receipt of the notice by the Director of Resources of the student's intention to appeal. The student shall be given at least ten days' notice in writing of the time and place of the meeting of the Committee.

19. A Review Committee shall consist of three senior academic staff from outside The Courtauld. No person will be appointed who has close personal connections with the student due to appear before the Review Committee.

20. The Academic Registrar will be secretary to the Review Committee.

21. The quorum of the Review Committee shall be two of its three members.

22. The hearing shall be held in private. It shall determine whether the decision of the Director should be upheld having regard to the past performance of the student, any extenuating circumstances affecting that performance and any likely change in the student's circumstances affecting his/her future study.

23. During the hearing:

23.1 The student may be assisted or represented by any person who is not legally qualified;

23.2 the Committee shall have before it copies of all papers which were before the Director when he made his decision and a record of that decision;

23.3 neither party shall be entitled to submit fresh evidence to the Review Committee except where the Review Committee is satisfied that there is reasonable explanation for the failure to advance such evidence to the Director before he/she made the decision being reviewed. The Review Committee may also call the Director as a witness. The Director and the student or the student's representative shall be notified in advance of the hearing of any new evidence and witnesses to be called;

23.4 where additional evidence is allowed, and there are circumstances in which a witness is likely to be in distress, the Review Committee may permit the witness to be accompanied by any person, who shall not participate in the proceedings in any way;

23.5 the student and/or their representative will be given an opportunity to speak and ask questions.

23.6 the secretary to the Review Committee shall record the decision of the Committee.

24. The Review Committee may determine:

24.1 That termination of registration is not justified;

24.2 that termination of registration is not justified but there are sufficient academic grounds to justify a termination of registration unless a particular course of

action is followed, or on some future event;

24.3 that termination of registration is justified.

25. The Review Committee may not, however, impose a penalty of greater severity (in the opinion of the Review Committee) than that originally imposed.

26. At the end of the hearing, the Review Committee shall within five days communicate its decision to the student and to the Director either orally (in which case it shall be confirmed in writing) or in writing. The communication shall state the offence, the decision and penalty appealed from, the decision of the Review Committee, the reasons for the decision and any penalty.

27. The decision of the Review Committee is final.

28. The Academic Registrar shall inform the student of the decision within ten working days either orally (in which case it shall be confirmed in writing), or in writing. If the student's registration is not to be terminated, the communication to the student shall state any conditions the Review Committee shall require.

6 Readmission After Termination of Registration

29. No student whose registration has been terminated under this procedure shall be re-admitted to a programme of study or re-registered at The Courtauld except with the permission of the Director.