

The Courtauld

The Courtauld Institute of Art

Termination of Registration on Academic Grounds

Contents

1.1	Introduction
1.2	Scope and Purpose
2.1	Warnings About Academic Performance
2.2	Academic Insufficiency Caused by Medical or Health Reasons
2.3	Termination of Registration
2.4	Review of the Decision
2.5	Readmission After Termination of Registration

1.1 Introduction

This Policy details the process undertaken for the termination of registration on academic grounds other than failure in a prescribed assessment, which will be determined by the Board of Examiners. It applies to all students registered on a programme of study at The Courtauld.

1.2 Scope and Purpose

The Courtauld expects students to attend all scheduled learning events, as this gives students the best chance of academic success.

A student's registration may be terminated on academic grounds under this procedure where the 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 programme 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.

This policy may be used for all programmes of study: undergraduate, postgraduate taught and postgraduate research.

Proceedings under this Policy are not disciplinary proceedings and termination of registration is not a disciplinary sanction.

2.1 Warnings About Academic Performance

A student whose academic performance gives cause for concern will be invited to a Support to Study meeting with their Personal Tutor. During the meeting the student will be given the opportunity to discuss their circumstances and the reason for their academic performance. The outcome of this meeting may be:

- Offered support by their Personal Tutor or another person such as the Academic Study Skills Tutor. If during the meeting it becomes apparent that there are wellbeing concerns, the student will be encouraged to contact The Wellbeing Service and may be referred to the Support to Study process. A Support to Study Plan will be written and agreed with the student.
- If the academic concerns are serious a written warning will be issued to the student from the Programme Convenor (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.

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.

In situations where a warning would not be appropriate, or where a warning cannot be issued (e.g. because the student cannot be contacted), or where previous warnings have been ignored, and where academic performance remains unsatisfactory after due warning has been given, registration may be terminated.

2.2 Academic Insufficiency Caused by Medical or Health Reasons

If it appears to The Courtauld, or if the student states, that the academic grounds may have been impacted by medical or health reasons then prior to commencing the termination the student may be required to seek professional advice or to undergo a medical examination or to provide evidence from a medical practitioner.

A review of the evidence and/or information will be considered, noting the prospects of improvement and enabling the completion of the programme. In light of this a decision will be made as to whether a period of interruption is more appropriate than a termination of registration.

The student will be informed of the outcome and rationale for the decision.

2.3 Termination of Registration

Registration may be terminated on academic grounds by the Deputy Director of The Courtauld. A recommendation that a registration is terminated, under this Policy, may be made by the Programme Convenor or the student's supervisor, but only after a warning has been issued and the time for satisfying any conditions in that warning has elapsed.

The Deputy Director may proceed with a termination without such a recommendation, provided that the conditions set out in 2.1 have been satisfied.

The Deputy Director may:

- Dismiss the recommendation; or
- Arrange for an interview with the student; or
- Confirm the termination of registration.

If the student is invited to an interview, the student will be provided with at least 5 working days in advance of the scheduled date. The invite will provide the basis of the interview and all relevant information and a link to this Policy. The student may be accompanied by a friend, who will not be able to speak on behalf of the student.

Other members of staff of The Courtauld may be in attendance at the interview, this will normally be the student's Personal Tutor or supervisor. If the student does not attend the interview, a decision may be made in their absence.

Following the interview the Deputy Director may:

- Confirm that the termination of registration is not justified; or
- Confirm the termination of registration.

The student will be provided with the outcome, by the Programme Administration team, normally within 5 working days of the decision. The outcome will note that the student can request a review of the decision by the Director.

2.4 Review of the Decision

Following being notified of the outcome, that the registration is being terminated, a student will have 10 working days to submit a request for the decision to be reviewed. The available review grounds are:

- That there is new evidence, which for good reason was not made available at the time of the decision and this information may impact the decision; or
- The Policy was not correctly followed; or
- The decision is unreasonable.

Please note disagreeing with the decision is not a ground for review. The student should submit a written request for a review, noting the ground and basis for the review. The request should be supported by independent and authoritative evidence.

Upon receipt of the review, if deemed in time and meeting the available review grounds, the matter will be referred to the Director. The Director will be provided with the information of all stages of the Policy.

Following consideration of the review the Director may:

- Confirm that the termination of registration is not justified; or
- Uphold the termination of registration.

The decision of the review is final and the student will be informed of the decision by the Programme Administration Team within 5 working days.

2.5 Readmission After Termination of Registration

If a student has had their registration terminated under this Policy they will not be eligible to be readmitted to a programme of study or to be re-registered at The Courtauld except with permission of the Director.

---- ENDS ----