

# Academic Progress and Probation Policy and Procedures

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Ownership	Associate Director (Student Administration)
Approval	Academic Board
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## 1 Introduction

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- 1.1 The policies and procedures set out in this document underpin the regulations which all staff and students are expected to follow. They provide greater details of the principles behind the regulations and the rules and processes that Goldsmiths puts in place to positively impact on the student and staff experience and to ensure compliance with external regulatory frameworks.
- 1.2 The relevant regulations appear in text boxes at the start of each section.
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## 2 Failure in Examination

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3.4.6. Heads of Department are responsible for monitoring the academic progress of students on programmes within their department and should ensure that every effort is made to support and retain students demonstrating unsatisfactory academic performance and/or attendance using the Probation Procedure.

- 2.1 The relevant Board of Examiners should also determine within the limits specified by the regulations, whether, and on what conditions, a student may proceed to the next year of study, may be readmitted, or may repeat a year of study wholly or partly.
- 2.2 Notice of a decision to dismiss, stating the underlying reasons, must be sent to a student by recorded or registered delivery to his or her last known address. The College can take no responsibility if a student has failed to notify it of a change of address.
- 2.3 A student whose dismissal has been recommended may appeal in accordance with the Regulations. A student who has not passed sufficient summative assessments to continue their programme of study, may appeal against dismissal only in so far as it is sought to have this converted to a suspension of dismissal until the failure has been recovered.

### **3 Probation Procedures**

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- 3.1 Where a student's academic performance or attendance is unacceptable, the Head(s) of Department concerned shall place the student on probation, advising the student in writing that their performance is unacceptable, giving reasons, and notifying them that unless their performance shows sufficient improvement they may be dismissed from the College.
- 3.2 Academic Progress Committee will publish guidance and model correspondence to be used by departments when managing probation and referring students to the Committee.
- 3.3 Probation will last for four term-time weeks, unless the Programme Scheme states otherwise.
- 3.4 After the probationary period, the Head(s) of Department will advise the student in writing either that their performance has improved sufficiently, in which case they will no longer be on probation; or will refer them to Academic Progress Committee with a recommendation for their dismissal from the College.
- 3.5 Academic Progress Committee may call students or staff to gain further information.
- 3.6 Academic Progress Committee may then, having considered all the circumstances surrounding the case:
  - 3.6.1 take no action at this stage; or
  - 3.6.2 permanently dismiss a student from the College; or
  - 3.6.3 temporarily suspend a student; or
  - 3.6.4 advise a student who is ineligible to continue to repeat some or all of the previous year of study either full-time or part-time.
- 3.7 Students will be informed of the decisions of the Committee as soon as possible; a student may appeal against the Committee's decision.
- 3.8 For the avoidance of doubt, the above procedure does not apply in cases of academic failure or where other requirements (such as good standing with a professional body or external placement provider) are provided in the Programme Scheme.