



“Enabling Students to Accomplish their Academic Goal”

Academic Progress Procedure

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1. Introduction

This document underpins the regulations which all staff and students are expected to adhere to and follow when all other supportive attempts on a student's progress have been exhausted and failed.

This document intends to result positively on both the student and staff experience as well as to ensure compliance with external regulatory frameworks.

2. Assessments

2.1 The Head of Academic Programmes alongside the Head of Academic and Pastoral Support, the tutors and personal tutors are responsible for monitoring students' academic progress throughout the programme. They are responsible for ensuring that they support and make every effort to assist those under-performing students and those who are lacking attendance by using the Academic Progress Procedure.

2.2 It is the responsibility of the board of examiners to determine fairly, accurately and within the specified regulations whether or not, a student may or may not progress to the next level, based on the student's assessments results. The board will also determine on what conditions a student may progress to the next level or whether they need to repeat the programme or any modules. The board has the authority to recommend the dismissal of a student if there is extreme failure.

2.3 A student may appeal a decision taken by a board of examiners under the Regulations and on the grounds and procedure set out in Belmont College's academic appeal procedure.

3. Procedure for Progression

3.1 It is the students' responsibility and the expectations of Belmont College that all students attend scheduled teaching in accordance with the requirements of their programme and the attendance requirements.

3.2 It is the students' responsibility and the expectations of Belmont College for all students to complete their assessments and tasks in accordance with the requirements of their programme and according to the set time and deadline in accordance with the Regulations. If a student has any mitigating circumstances which is preventing them from completing scheduled assessments, they can make a Mitigating Circumstance application with proof to Belmont College.

3.3 If a student's academic performance and/or attendance is unacceptable, the Head of Academic Programmes will notify the Head of Quality and will refer the student concerned to the board of Examiners. The Head of Academic Administration with the confirmation from The Head of Academic Programmes will then inform the student concerned through an email, that their performance is unacceptable, giving reasons, and notifying them that unless their performance shows sufficient improvement, they may be dismissed from their programme at Belmont College.

3.4 Depending on the length of the programme, a student will be given sufficient time from the date of referral to improve their performance and seek help and support from their tutors or Head of Academic Programmes and Pastoral Support and make an individual learning plan.

3.5 It is the responsibility of the Head(s) of Department (or delegate) to liaise with the student throughout the time of improvement given and ultimately inform the student in writing whether their performance has improved sufficiently or not. If their sufficient improvement has been made, the student will also be notified that the referral to the board has been terminated. If on the other hand insufficient or no improvement has been made, the Head of Academic Programmes will recommend the board of examiners that the student is dismissed giving full grounds for this recommendation and proof.

3.6 Before making a final decision, the board of examiners may ask the student or Head of Department (or delegate) for further information.

3.7 After considering everything, the board of examiners will then:

- dismiss the student from Belmont College,
or
- advise a student to repeat certain modules,
or
- advise a student to repeat the whole programme.

3.8 The student will be informed of the decision by the board of examiners in writing as soon as possible.

3.9 A student has the right to appeal the decision in line with the College's academic appeal procedure.

3.10 This procedure is not necessary in cases of extreme examination failure, as the board of examiners can take decisions to dismiss a student based on assessment outcomes in such instances.

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Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	EWV	New Document	Advisory Board	October 2024
2	February 2024	EWV	Revised no update or changes made	Advisory Board	October 2024

Document Context	
This document relates to:	
Document/Policy	Date/version
Bellmont College Academic Appeals Policy	February 2024 v3
Bellmont College Quality Assurance and Enhancement Handbook	February 2024 v2
Bellmont College Student Handbook	February 2024 v2
Bellmont College Academic Integrity and Misconduct Policy	February 2024 v2
Bellmont College Internal Verification Policy	February 2024 v2
Bellmont College Complaint Policy and Procedure	February 2024 v2
QAA Quality Code Chapter B9: Academic appeals and student complaints	2019