

Keele University

Policy on Academic Warnings

1. Scope

- 1.1. The purpose of this policy is to make staff and students aware of the University's expectations in regard to students' engagement with their studies and to provide for the University to discharge its duty of care by taking appropriate action where students fail to meet them.
- 1.2. Expectations regarding engagement are set out in the University's Student Charter. This provides that '[Students] will take responsibility for [their] own learning [and] prepare for and attend required events. If on a full-time course [students] will commit time to it as [they] would for a full-time job.'
- 1.3. This policy is supported by the University's Academic Regulations. These state that any student failing to engage appropriately with their studies may be required to withdraw from the University at any stage in his or her programme of study (see Regulations: 1.A.9., 1.B.9., 1.C.9., 1.F.8., 1.G.9., 2.A.9., 2.B.9., 2.C.10).
- 1.4. This policy relates to all students studying on undergraduate and taught postgraduate programmes. Regulation 2.D.8. is concerned with postgraduate research students and procedures for issuing academic warnings to such students are provided for in section 3.4 of the Code of Practice on Postgraduate Research Degrees.

2. Definitions

- 2.1. For the purposes of this policy the terms student or students refer to all those currently registered on an undergraduate or taught postgraduate programme and who are not on leave of absence or otherwise excused from attending learning and teaching events and examinations and submitting in-course assessments on time.
- 2.2. For the purposes of action to be taken by Schools to ensure that students engage appropriately with their studies in section 4 below, expectations regarding attendance at learning and teaching events and examinations and the timely submission of in-course assessments will be set out in programme and module documentation.

3. Background

- 3.1. In discharging its duty of care, the University expects all students to engage appropriately with their academic studies by attending compulsory learning and teaching events and examinations and submitting in-course assessments on time. The procedures set out in this policy exist to ensure that students are properly informed if they are failing to engage with their studies appropriately, and to enable them to take the necessary action in response.

4. Action by Schools

- 4.1. The University considers that issuing a formal academic warning to a student is a last resort. This should only be done after the School (or Schools) responsible for delivering the student's programme of study or a module or modules which the student is studying has (have) taken appropriate action to ensure that the student engages appropriately with their studies via internal means. The procedures that will be followed in taking action to secure engagement are communicated to students through programme and module handbooks.
- 4.2. All Schools are expected to have procedures for ensuring that students engage with their studies appropriately. These will include procedures for informing students that

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they are failing to engage appropriately, advising them about the action needed to re-engage and issuing informal warnings where necessary. Schools are also expected to maintain suitable records of all communications with students (including copies of any informal warnings issued) about non-attendance at compulsory learning and teaching events and examinations, and/or failure to submit in-course assessments on time.

- 4.3. In accordance with the published procedures, Schools will make all reasonable efforts to ensure that students engage with their studies appropriately before issuing a first formal academic warning. The time taken to secure appropriate student engagement with studies by Schools using informal procedures up to and including the issuing of, and gaining compliance with, an informal warning will not normally exceed four working weeks.

5. Academic Warning Procedure

- 5.1. Following the completion of its informal procedures, a School may issue a first formal academic warning. This should be done using the stage 1 academic warning form. The stage 1 academic warning will include details of the actions already taken by the School to secure the student's engagement with her/his studies using informal procedures. In the case of Dual Honours or Major/Minor students, a copy of this warning should be sent to the student's other principal School.
- 5.2. If a student does not adhere to the conditions of a first formal academic warning and engage appropriately with her/his studies within two working weeks of that warning being issued, the School may issue a second formal academic warning. This should be done using the stage 2 academic warning form. In the case of Dual Honours or Major/Minor students, a copy of this warning should be sent to the student's other principal School together with a copy of the first formal academic warning.
- 5.3. First and second formal academic warnings may only be issued by the Head of School or her/his nominee acting on her/his behalf.
- 5.4. If a student does not adhere to the conditions of a second formal academic warning and engage appropriately with her/his studies within two working weeks of that warning being issued, a School may ask the Head of Student Records and Examinations to issue a third and final formal academic warning. This should be done using the stage 3 academic warning request form. A stage 3 final academic warning will remain in force for the remainder of the academic year in which it is issued or such other appropriate period as the Head of School or his/her nominee acting on his/her behalf may specify subject to the agreement of the Head of Student Records and Examinations.
- 5.5. A request for a third and final academic warning may only be made by the Head of School or her/his nominee acting on her/his behalf. Copies of the first two formal academic warnings should be attached to the request form. In the case of Dual Honours or Major/Minor students, a copy of this request form should be sent to the student's other principal School together with copies of the first and second formal academic warnings.
- 5.6. All formal warnings will include the reason for the warning being issued and will clearly state what action the student is required to take in order to engage appropriately with her/his studies and to adhere to the conditions of the warning. The consequences of failing to adhere to those conditions will also be clearly stated.
- 5.7. If a student does not adhere to the conditions of a third and final academic warning s/he will be required to withdraw from the University by the Head of Student Records and

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Examinations. It is the responsibility of the School that requested the third and final academic warning to be issued to inform the Head of Records and Examinations if a student has not adhered to the conditions of that warning.

6. Student Redress

- 6.1. Students may appeal against any action taken under this policy using the academic appeals procedure set out in Regulation 7.

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