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## Section 25 Standards Review: policy and procedure

### 25.1 Purpose of the Standards Review procedure

- 25.1.1 The purpose of a Standards Review is to investigate exceptional shortcomings in student performance or programme participation and instigate or recommend help, remedial measures, or disciplinary action relating to academic matters. These actions are taken in the context that the University's Progress and Award Examination Panel will ensure the application of academic regulations relating to progress and award, which may result in termination of a student's studies. Matters relating to student health which come to light in the course of a Standards Review meeting may be referred for further consideration under the 'Fitness to Study' procedures if this is deemed appropriate (see **section 26**).
- 25.1.2 An Associate Head or other appropriate staff member may convene a Standards Review meeting in connection with any serious deficiency of an academic nature on the part of a student, including poor participation.
- 25.1.3 Outstanding debt to the University is not dealt with under the 'Standards Reviews Policy'. For further information refer to the 'Student Financial Regulations'.
- <https://www.yorksj.ac.uk/policies-and-documents/finance/>

### 25.2 Scope

- 25.2.1 This policy applies to students enrolled on programmes for assessments delivered in whole by the University.
- 25.2.2 The equivalent procedure to be followed in relation to programmes delivered by a franchise partner institution (franchise provision), or by a validated partner organisation (validated provision) will be set out in the student handbook or other programme documentation provided by the validated partner. Students and partners should follow those procedures.

### 25.3 Membership of a Standards Review Panel

- 25.3.1 The membership of the Panel would usually be as follows:
- Associate Head or nominated representative (Chair)
  - Other staff relevant to the case
  - Registry representative
  - Disability Advice Team Manager
  - Wellbeing Team Manager
  - Administrative support
- 25.3.2 Where a member of staff cannot attend the meeting, a written report may be submitted. The Standards Review Panel may include other written evidence it deems relevant. This will be shared with the student before the meeting.

## 25.4 Standards Review meeting procedures

- 25.4.1 At least **three working days** before the meeting, the student will receive a letter to their university email address setting out the reasons for convening the meeting and of the date, time and venue for the meeting.
- 25.4.2 The student may choose to bring a supporter with them to provide support, but not to speak on their behalf. The student may find it helpful to ask a representative from the Students' Union to be their supporter, but it can also be, for example, a friend or relative. The student will be asked to provide the name and capacity in which the supporter is attending in advance. Should the student's supporter behave inappropriately at any point during the oral examination or the following procedures, they will be asked to withdraw.
- 25.4.3 The meeting will discuss the student's performance, including relevant reports from academic staff. The representative from Registry is present to advise on progression (i.e. whether the student will be able to continue to the next level of their programme) and the regulations.
- 25.4.4 The student will have the opportunity to respond to the concerns raised.
- 25.4.5 Recommendations of the panel will normally be given at the meeting.
- 25.4.6 If the student does not attend a meeting to which they have been invited, decisions will be taken by the panel in their absence.
- 25.4.7 Standards Review meetings and the resulting recommendations will always be minuted; draft minutes are normally approved **within three working days**, and minutes are normally published **within five working days**. The student will receive a copy of the minutes of the meeting, which will be emailed to their university email address; the minutes will be placed on the student's e:Vision record.

## 25.5 Recommendations by Standards Review Panel

- 25.5.1 The Standards Review Panel may recommend:
- Opportunities for the student to access support.
  - A written warning.
  - Close and regular monitoring of the student's work, engagement or participation
  - If the meeting is called due to lack of attendance and engagement issues, and the student does not attend the Standards Review meeting, the School may follow the 'Presumed Withdrawal' process (see **section 24.6**).
  - Other measures that the Panel deems appropriate.
- or** in particularly serious circumstances (for example where a student has failed to make progress after multiple review meetings):
- Enforced suspension of studies.
  - Termination of the student's studies.
- 25.5.2 Enforced suspension may only be recommended if the student can still complete all study and assessments within **24 months** following the standard period of study for their programme (see **General Regulation 1.10** <https://www.yorks.ac.uk/policies-and-documents/regulations/>).
- 25.5.3 Where the Standards Review Panel recommends enforced suspension of studies or the student's studies are terminated, the recommendation will be communicated to the Chair of the Progress and Award Examination Panel who makes the final decision and takes Chair's Action on behalf of the Panel to approve it as rapidly as possible.
- 25.5.4 Students may appeal against the decision of the Standards Review Panel and the Progress and Award Examination Panel. The Committee on Special Applications and Appeals will hear the appeal. Full information about the appeals procedure is available in **section 56**.

## 25.6 Standards Review for visa breaches

- 25.6.1 Students who are sponsored by the University under Tier 4 of the Points Based System must adhere to their visa obligations and to all other immigration-based requirements. These obligations include the requirement to comply with the University's policies, including its disciplinary procedures. Specific codes of conduct may also apply, such as that of the i2i International Soccer Academy.
- <https://www.yorks.ac.uk/international/visa-and-immigration/tier-4-general-student-visas/tier-4-conditions/>
  - <https://www.yorks.ac.uk/students/policies-and-documents/behaviour-and-discipline/>

- 25.6.2 Where concerns arise that any of these obligations have been breached, the student will be invited to a Visa-related Standards Review. The normal Standards Review procedure will be followed, with the following specific arrangements:
- a) The Standards Review will normally be convened and chaired by the Visa and Compliance Manager or delegate. The Associate Head or other appropriate academic staff member will normally also attend, alongside a representative from Registry and administrative support.
  - b) The student will be given information about the alleged breach of visa obligations in advance of the meeting and will have the opportunity to respond to these concerns and to present relevant evidence.
  - c) In serious cases, including cases where the visa breach may place the University in default of its own obligations as a sponsor, the Panel may recommend withdrawal of sponsorship. The consequence of this visa withdrawal is that the student's enrolment will also be terminated, as the student will no longer be able to meet participation requirements.
  - d) The timing of the visa withdrawal will reflect the University's obligations as a sponsor. In deciding on the timing of the termination of studies, consideration will be given to the student's current academic status, including whether the student should, for example, be allowed to complete any assessment opportunities from abroad. Assessment from abroad will normally only be permitted where the student has attended teaching for the relevant modules and the assessment is imminent at time of the visa withdrawal.
  - e) Where the Panel recommends a visa withdrawal, the recommendation will be forwarded to the University's Authorising Officer (or delegate), who approves the final decision to terminate the student's studies.
- 25.6.3 The student may appeal within **20 working days** of the decision on the basis that:
- a) There has been a procedural irregularity.
  - b) New evidence material to the case is available, and the student can demonstrate a good reason why it was not previously available.
  - c) The decision is unreasonable and/or disproportionate.
- 25.6.4 The University will follow its standard appeal procedures for such appeals. If the appeal panel upholds the appeal, the case will be referred back to a new Visa-related Standards Review to be considered afresh (see **section 56**).