Continuation & Readmission Process Map: Taught Programmes

To ensure that students are eligible to continue with their studies the University requires satisfactory academic progress to be maintained. Governing Boards are responsible for monitoring the overall performance of students registered to each programme under their remit. Where a student's performance is deemed academically unacceptable, they may be referred to the Governing Board will review their performance as a continuation case.

Schools, programme offices and support units routinely provide a range of services and options to support students. Any programme-specific procedures should be published and made easily accessible.

Start / end

Process

Outcome / decision

Schools and programme offices monitor student progress

Referral to a range of supports is provided as appropriate, including academic support (e.g. Access & Lifelong Learning, UCD Writing Centre) and pastoral support (e.g. Student Advisors)

Resolved

LEVEL 1: Initial Response and Support
Initiated by the module or programme coordinator/director, or the relevant programme office.

Due to the varying size and nature of taught programmes, programme areas may use different approaches for ensuring that students at risk of failing to meet the required academic standards are identified and communicated with in a timely manner.

- Email alerts notifying students about failed modules.
- Written requests for students to attend meetings to discuss their academic performance and progress.
- The development of an academic plan. Progress against the plan will be monitored.

Resolved

Not resolved

Where a student fails to meet the requirements set out in Academic Regulations and/or the programme specification, or has failed to respond to attempts by the programme to engage with them about their performance, a recommendation for discontinuation of registration can be made to the Governing Board.
In the case of non-engaging students , an account is kept of efforts made to offer supports and communicate with the student about their performance.

A recommendation for discontinuation of registration is made to the Governing Board

LEVEL 1: Governing Board review
The Chair of the Governing Board notifies the student in writing that the Governing Board is considering discontinuing their registration to their programme.

- The student is given the opportunity to withdraw voluntarily
- The student may be given the opportunity to avail of an exit award, where appropriate, and in compliance with Regulations and policy.

Copies of documents that are submitted to the Governing Board should be provided to the student. The student is given the opportunity to respond in writing within 10 days working days of the Governing Board meeting. If the student does not make a written submission the Governing Board will proceed to consider the case and make <u>one</u> of the following decisions: a) Discontinue or b) Permit to Continue

The outcome is communicated to the student within 5 working days by the including reference to the Student Appeal Procedure and the timeline for appeals.

Student takes Exit award or Voluntary withdrawal

Resolved

Discontinue
A decision is made to discontinue the student's registration to their programme. the student, within 5 working days of the date of the meeting with information about their right to appeal on specific grounds.

Permit to continue
A decision is made to permit the student to continue in their programme. The Governing Board may specify that certain actions be undertaken by the student.

Resolved

The student has the right to appeal the decision to the University's Students Appeals Committee **within 10 working days** of the date of issue of the decision.

Grounds for appeal:

- new evidence
- procedural irregularity

Notification sent to:

- Academic Council Committee on Conduct and Capacity via Student Engagement, Conduct, Complaints and Appeals (SECCA).
- UCD Registry is notified in writing and **Discontinued** is recorded as the Registration status on the student's record

Readmission
Should an application to a UCD programme be made by a former student who was discontinued from that programme or from another programme*, the Governing Board will review the application and may seek additional information from the applicant, which may include evidence to demonstrate that the reasons the student was discontinued have been satisfactorily addressed.

The Governing Board shall decide whether or not the student should be re-admitted to the programme.

**The Governing Board shall consult with the Governing Board of the other programme before making a decision to admit the student*