#### UNSATISFACTORY WORK, ATTENDANCE, and ENGAGEMENT PROCEDURE (UWAEP)

**(formerly the Unsatisfactory Student’s Procedure)**

*Students are expected to attend and engage with studies at the University, and the University provides support services to support students to do this. It is understood that circumstances mean that students may sometimes not be able to attend or engage, and there are processes in place for students to advise Schools if they are unable to attend or engage. Students are encouraged to engage with their School at all times to let them know what is happening.*

*The Unsatisfactory Work, Attendance and Engagement Procedure is applied to all taught students whose work, attendance or engagement is unsatisfactory[[1]](#footnote-1).*

*The* *Student Cases Team in the Secretariat oversees the administration of the Procedure.*

*Students are encouraged to seek independent advice and support from LUU Help and Support https://www.luu.org.uk/help-support/.*

1. **Presumed Withdrawn Procedure**

Where a student is absent such that they appear to have withdrawn from the University, a School may notify Student Operations and ask that a Presumed Withdrawn Letter is sent to a student.

If there is no response from the student within two weeks, the presumption will be

confirmed and Student Operations will amend the record.

If the student does respond (other than to confirm withdrawal) this will not itself confer

eligibility to restart. In these circumstances Schools should seek advice from the Student Cases Team.

A student who is absent from classes for more than 4 weeks cannot be readmitted to the University without special permission which must be sought by the School from the Student Cases Team.

1. **Warning Procedure**

Any student whose work (including a failure to submit work on time), attendance or engagement is unsatisfactory will be warned at an early stage. Initially this may be informal but if there is no immediate improvement and no satisfactory explanation from the student the Head of the Parent School will apply the following procedure:

* 1. First Formal Meeting

Where after investigation the case is judged sufficiently serious the Head of School or nominee will interview the student. If there is no satisfactory explanation the student will be issued with a **First Formal Written Warning** (see 2.6). This First Formal Written Warning will be copied to the Student Cases Team for the student’s file.

* 1. Second Formal Warning

2.2.1 Where the student's work/attendance/engagement does not reach a satisfactory standard, the Parent School will issue a **Second Formal Written Warning**. This will be copied to the Student Cases Team. The School will supply a list of dates of absences (including those that led to the First Formal Warning), copies of correspondence in which warnings, both formal and informal, have been given, notes of meetings in the School with the student and a list of any work outstanding.

The student will be interviewed by the Head of Student Cases or nominee.

##### 2.2.2 Where the Second Formal Written Warning is issued in the teaching week preceding or after the Easter vacation, no immediate action will be taken under the Procedure. In these circumstances the student must attend and continue to submit assessments and prepare for their forthcoming May/June assessments/examinations.

#####  Dependent on the results of the May/June assessments/examinations the School, in consultation with the Student Cases Team will decide on one of the following:

* where the student has passed sufficiently to permit progression they will be referred back to the Student Cases Team under the Procedure.
* where the student has not passed sufficient to progress but has made a serious attempt they will be permitted August resits (subject to the regulations). If the student subsequently passes sufficient to permit progression they will be referred back to the Student Cases Team under the Procedure. If insufficient is passed to progress the Referred Students Procedure (<http://www.leeds.ac.uk/secretariat/documents/referred_students_procedure.pdf>) will be applied.

In addition, the School should supply the Student Cases Team with details of the student’s attendance record, submission of assessments and examinations since the issuing of the Second Formal Warning.

* 1. Interview with the Head of Student Cases (or nominee)

The student will be required to bring to the interview a written statement addressing any reasons for his/her deficiencies in work/attendance/progress.

A decision as to whether to reinforce the Second Formal Warning or to submit the case to the Deputy Vice-Chancellor: Student Education with a recommendation that the student be excluded will be taken on the basis of the interview, the written statement, and if necessary further consultations with the School. Any decision, however, will not be restricted to these two possibilities and will be informed by the individual circumstances.

If a student does not attend the interview or provide a valid reason, supported by evidence for non-attendance, a recommendation will be made for exclusion.

* + 1. Recommendation for Exclusion

Where it has been decided that the case will be submitted to the Deputy Vice-Chancellor the student will be given 72 hours to submit to the Office a plea against this recommendation. Pending the decision of the Deputy Vice-Chancellor, the student must continue to attend tuition, submit assessments and take the corresponding examinations.

The Deputy Vice-Chancellor’s decision is final.

* + 1. Reinforce Second Formal Warning

The student will be issued with a Final Warning that if his/her work/attendance/engagement does not reach a satisfactory standard then the case will proceed to the Deputy Vice-Chancellor with a recommendation for exclusion.

2.4 Study Abroad

In the case of a student studying abroad whose work, attendance or progress is unsatisfactory resulting in reports being made by the host institution to the University, the Head of the Parent School will issue the warnings as appropriate. Where it is decided that the student is required to return to Leeds for interview by the Head of Student Cases, he/she will do so at his/her own expense. In these circumstances the student’s studies will be suspended immediately.

2.5 Internal Repeat

Students who have been permitted an internal repeat year following examination failure are subject to the normal academic expectations and must fulfil the normal attendance and engagement requirements. Such students should therefore understand that they are subject to this Procedure.

 2.6 Carry-forward of Warnings

All Warnings remain on the student’s file throughout their candidature and are carried forward from year to year and in the event of a transfer between programmes.

 2.7 Readmission

If a student is permanently excluded from the University under either the Warning Procedure by the Deputy Vice-Chancellor: Student Education, the student is not normally permitted to re-enter the University on any programme of study.

2.8 Fitness to Study

2.8.1 A student may be referred by a School or the Head of Student Cases or Nominee under the University Fitness to Study Procedure, if during the Procedure concerns are raised, and evidence is presented that a student is not fit to study. The Procedure will be concluded at the point of referral, but all warnings previously given will remain in place on the student’s file.

2.8.2 The Deputy Vice Chancellor: Student Education may determine that a Student should be ill health excluded under the Fitness to Study Procedure rather than permanently excluded under this Procedure if the evidence presented at 2.3.1 demonstrates that the reason for unsatisfactory work, attendance and engagement is health related. All warnings previously given under the Procedure will remain in place on the student’s file.

1. **Advice and Contacting the Student Cases Team**

 3.1 The Student Cases Team can give procedural advice to students on the Procedure.

Contact details for the Student Cases Team are as follows:

Email: studentcases@leeds.ac.uk Web: <http://www.leeds.ac.uk/secretariat/student_cases.html>.

All documents under the Procedure should be sent by email to studentcases@leeds.ac.uk. Receipt of documents will be acknowledged through the student’s University email account.

* 1. If students require an adjustment to the procedure due to disability or accessibility need they are asked to contact the Student Cases Team by emailing studentcases@leeds.ac.uk with details.

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* 1. Independent advice and support on the Procedure is available for students from the Leeds University Union Help and Support Team*.*
	2. The University holds and retains information in accordance with the University Student Privacy Notice. For more information see www.leeds.ac.uk/privacynotice.
1. See Student Contract and Programme information for University expectations. Work, Attendance and Engagement includes teaching and learning activities both online and face to face. [↑](#footnote-ref-1)