



REFERRED STUDENTS PROCEDURE

The Referred Students Procedure applies to candidates with serious or repeated examination failure and where the regulations would otherwise permit further attempts. The procedure operates under the terms of the General Regulations, which state that candidates who fail University Examinations may be excluded from the University without having been previously warned.

A Parent School will apply the procedure when it decides that it no longer wishes to take academic responsibility for a candidate

The Secretariat (which oversees the administration of this procedure) is referred to below as 'the Office'.

Students may seek independent advice and support from LUU Student Advice Centre advice@luu.leeds.ac.uk.

1 School Boards of Examiners and Progress Committees

- 1.1 The School Board of Examiners/Progress Committee will decide that, because of repeated or serious examination failure, the School no longer wishes to take academic responsibility for a candidate.
- 1.2 The School will write to the Office with the reasoned recommendation which will probably be either 4(a)¹ or (b) below and simultaneously will supply details of any special circumstances, particularly if these are adverse.

2 The Office

- 2.1 The Office will write to the candidate informing him/her of the School's recommendation, supplying a copy of the case as provided in 1.2 above and advising of the time by which a response must be received.

3 Candidate's Response

- 3.1 The candidate will, if he/she wishes, send a response for the attention of the University Special Cases Committee (USCC). Although the candidate is free to say whatever he/she wishes, it is expected that the response will address the reasons given by the School for denying or restricting the candidate's normal resit opportunities including any in August. The candidate must ensure that no information is held over in the expectation that it can be presented later in the procedure.

If a response is not received within the time advised (see 2.1 above) the student will be presumed to have accepted permanent exclusion from the University.

¹ The USCC may decide that the student should be excluded only after the August resits. Therefore, where it is proposed in July that the student be excluded, the School should give reasons why the August resits should be denied.



Where it is judged that further clarification would be of benefit to the USCC, the Office may send the response to the School.

4 University Special Cases Committee (USCC)

The USCC will consider the case.

Although it is open to the USCC to take whatever action it deems appropriate it is usually one of the following with exclusion being the norm:

- a) that the candidate will not be permitted to present him/herself for examination on any future occasion and that, accordingly, the student be permanently excluded from the University; or
- b) that the candidate is permitted one final opportunity² student, to redeem him/herself. This will be for capped marks.

The Office will write to the student informing him/her of the Committee's decision which is final, subject only to 5 below.

5 Appeal to the Deputy Vice-Chancellor: Student Education

5.1 Where the decision of the USCC is that the student is permanently excluded from the University, the student may submit an appeal against this decision to the Deputy Vice-Chancellor. The appeal must be sent to the Office and received within four weeks of the date of the letter notifying the student of the Committee's decision.

5.2 The appeal is then sent by the Office to the Deputy Vice-Chancellor together with the Committee's decision and the case papers. The student and the School are then informed by the Office of the Deputy Vice-Chancellor's decision. The decision of the Deputy Vice-Chancellor will be given as soon as possible but not later than 3 months after receipt of the appeal.

6 Supplementary

6.1 Resits

If a candidate submits a response to the USCC requesting a further resit opportunity, he/she should prepare for the resit examination(s) while awaiting the Committee's decision. If the candidate is permitted to resit, being unprepared will therefore not be accepted as a valid reason for failure in the resit examination.

6.2 Final Opportunity

Where a student is permitted one final opportunity to redeem him/herself and is unsuccessful (insufficient to allow progression either through failure in a compulsory (PFP) module or insufficient credit) the student will be deemed to have failed the degree irrevocably having exhausted all opportunities.

6.3 Readmission to the University

² This may be in August or as an external student the following session. The School can require the student to take some or all of the assessments as an internal student, as the academic demands of the course dictate.



No student who has been permanently excluded from the University under this procedure will be permitted to re-enter the University except that a student who is permanently excluded from the MBChB or the BChD programme of study is permitted to apply to enter another programme of study within the University.

6.4 Transfer to a New Programme

No student will be released for transfer to a new programme of study who is the subject of this Procedure. Requests for transfer shall be reported to the Office so that the Committee can be advised.

6.5 Programmes with Clinical Components

In the cases of students registered on programmes with a clinical component, should serious consideration be given to an appeal that, if successful, would allow a student to be re-admitted, or to have a further attempt at examination, the relevant School will be advised and may then offer further comment on any professional consequences of readmission.

7 **Correspondence and Address Information**

Correspondence from the Office to the student that will arrive in term-time will be sent to the term-time address. Similarly, correspondence that will arrive in vacation will be sent to the permanent home address. Letters from the Office will be copied to the student's University email address.

8 **Access, Advice, Contacting the Office and Data**

8.1 If a student requires an adjustment to the Procedure due to disability or accessibility they are asked to contact the Office with details.

8.2 The Office will be pleased to give procedural advice but will not comment on or offer advice upon any part of the case itself.

8.3 The Office cannot undertake to receive documents by hand. Papers for submission should be posted to arrive within the time limits.

8.4 The University holds and retains information about cases in accordance with the University Student Privacy Notice. For more information see www.leeds.ac.uk/privacynotice. Personal information about third parties should not be submitted to the University as part of a case at any stage unless necessary. If third party information is included it must be accompanied by consent for the University to process the data.

Contact details are as follows:

The Secretariat
Level 11, E C Stoner Building, University of Leeds, Leeds LS2 9JT

Tel: 0113 343 1276

Fax: 0113 343 3925

Email: studentcases@leeds.ac.uk

Web site http://www.leeds.ac.uk/secretariat/student_cases.html



8.5 Receipt of documents will be acknowledged but only through the student's University email address unless another email address has been provided for the purpose.

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