

MONITORING ACADEMIC PROGRESS: TIMELINE

This timeline is issued to Faculties as a reminder of the key dates/periods of the year for monitoring academic progress, and in particular the deadlines for submitting exclusion recommendations to the Academic Registry. It should be used in conjunction with the following documents:

- Regulation on Academic Progress: <https://www.aber.ac.uk/en/regulations/academic-progress/>
- Section 3.4 of the Academic Quality Handbook: <https://www.aber.ac.uk/en/academic-registry/handbook/taught-schemes/>
- Flowchart and Templates for Letters (available in AQH 3.13)

TIMELINE	
TERM 1	
Early weeks of teaching	Faculties to focus on students: <ul style="list-style-type: none"> • Who are repeating the year for academic reasons • Who have been interviewed and warned of unsatisfactory progress during the academic session
Last working day of November	Last day for Faculties to submit exclusion recommendations to Academic Registry (qaestaff@aber.ac.uk) for confirmation before Christmas. Academic Registry will consider these by end of November, and if students are excluded they should have 10 working days to submit appeals.
TERM 2	
Semester 1 Examination period	Academic Registry will not issue exclusions during the examination period. Faculties should liaise with the Faculty Registrars about any possible cases during this period, and submit recommendations for consideration at the beginning of Semester 2 teaching. In some cases it may be appropriate to await the confirmation of Semester 1 results before exclusions are confirmed.
Last fortnight of term 2	Faculties to review cases, and prepare exclusion recommendations where appropriate. If it is not possible to issue warnings and meet the deadline for exclusions at the start of Term 3, students should be required to attend a meeting with the FPVC/Associate Dean at the beginning of Term 3.

TERM 3	
Beginning of term 3	Academic Registry will not issue exclusions during the examination period. First day of week 9 of teaching is the last day for submitting recommendation for exclusion through Academic Registry.
Last week of teaching	<p>FPVCs/Associate Deans to meet students and issue warnings (TEMPLATE F) that Senate Examination Board may consider recommendations to exclude.</p> <p>Where students have failed to attend, TEMPLATE G to be issued – note that this does not permit students to offer an explanation and re-arrange the meeting.</p>
June deadlines for submitting minutes/SC to Senate Exam Board	<ul style="list-style-type: none"> • Exclusion recommendations (TEMPLATE E) to be submitted to qaestaff@aber.ac.uk • Cases should also be referenced in departmental exam board minutes for cross-referencing
June Senate Exam Boards	Senate Exam Board will confirm students to be excluded, and Academic Registry will issue exclusion letters following the Boards. The Senate Examination Board recommendation to exclude a student on a permanent or temporary basis will be subject to Academic Registry verification that the Academic Regulation on Academic Progress procedure has been followed by faculties.

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Approved:	Academic Registry	Effective From:	Sept2023
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