Regulation XIX:
General Regulations relating to the Progress of Students

Conduct of Review

1. A review of the progress of a student registered as a candidate for any Degree or other qualification will be conducted by the Faculty under the following Regulations or by the Faculty Student Review Committee to which the Faculty has delegated this function.

2. A student's progress may be reviewed if the student is reported by a Head of School to the Vice-President of the relevant Faculty for review on any one or more of the following grounds:

    (a) failure to attend regularly, or as specified in the relevant Regulations, the programme of study for which the student has registered;
    (b) failure to perform adequately the work of the programme;
    (c) failure to present at the times appointed such written work as may have been required;
    (d) failure to pass an examination;
    (e) failure to pursue the programme of research or to co-operate appropriately with the appointed Supervisor;
    (f) failure to demonstrate a satisfactory level of professional competence in the programme of study or research.

    The purpose of the review will be to determine whether the student will be permitted to continue the programme of study, and if so on what terms and all aspects of the student's record may be taken into consideration. Where successful conclusion of the programme of study leads to professional practice, that may be taken into consideration.

3. The Vice-President or another Officer of the Faculty will offer any student whose progress is to be reviewed the opportunity to bring before the Faculty or the Committee considerations affecting the case.

4. The Faculty or the Committee will have power:

    (a) to exclude or suspend the student from further attendance at lectures, classes and examinations in the Faculty;
    (b) to suspend the student from attendance at lectures and classes in the Faculty but with permission to take examinations;
    (c) to exclude or suspend the student from candidature for the Higher Degree for which the student is registered;
    (d) to require that the student transfers to an alternative programme of study;
    (e) to permit the student to continue the programme of study unconditionally or subject to such requirements of an academic nature as may be imposed, provided that, in the absence of special circumstances, an undergraduate student registered for a full-time programme of study will not be permitted to repeat with attendance more than one year of the programme of study.

5. The despatch of a letter to a student's address last notified to the Student Registry will fulfil any requirements of giving notice or information to the student under these Regulations.

6. A student who has been excluded from attendance at lectures, classes and examinations in any Faculty may register in another Faculty only with the permission of the Faculty and the latter Faculty.

Right of Appeal

7. The decision of the Faculty or Committee will be reported to the Chief Operating Officer, or their nominee, who will inform the student of the decision and of the effect of this Regulation. A student wishing to appeal against the decision to the Senate Appeals Panel will give notice in writing within 15 working days of the date of the letter of notification and the notice will contain a statement of the grounds for appeal. A Vice-President may extend the time-limit imposed by this Regulation.
8. A student may only appeal against a decision of the Panel upon one or more of the following grounds:
    (a) that there was a material procedural irregularity which rendered the process leading to the initial decision unfair;
    (b) that material which the student could not reasonably have been expected to produce at the time of the initial decision casts substantial doubt upon the appropriateness of that decision;
    (c) that the initial decision was manifestly unreasonable.
9. Appeals are considered by the Senate Appeals Panel. The Senate Appeals Panel may confirm, vary or quash the decision of the Faculty or Committee and may exercise any of the powers conferred upon the Faculty or Committee by the foregoing Regulations. The Senate Appeals Panel will have no power to vary any decision made by Examiners.
10. The student will be informed of the decision of the Senate Appeals Panel.

Independent Review

11. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right is at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Appeal process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.