

G28 A student's registration may be terminated for failure to make sufficient academic progress.

## Academic progress

- G28.1 The College will ensure that students are fully aware of the possible consequences of failure to make sufficient academic progress.
- G28.2 The College may remove any student for any of the following reasons:
- inability to meet the programme requirements;
  - lack of industry, including poor attendance;
  - lack of ability or aptitude;
  - persistent failure to respond to College communications or instructions;
  - for any other good academic cause.
- G28.3 Before removal, a student should normally receive a written warning specifying the improvements or actions to be undertaken within a specified timeframe, and stating the consequences of not doing so. The student's tutor or supervisor should also be consulted.

## Appeals against removal on academic grounds

- G28.4 It is expected that all parties involved in an academic appeal will act reasonably and fairly, and treat the process in a respectful manner. If inappropriate behaviour is displayed, action may be taken.
- G28.5 The College may pause or stop the consideration of any appeal submitted where the student is suspected to be in breach of the Misconduct Regulations (G27) or the Fitness for Registration and Fitness to Practise Regulations (G29), and action should be taken under those regulations.
- G28.6 If an appeal contains matters which fall under the Student Complaints Regulations (G31), consideration of the appeal may be paused until the complaints process is complete. In such cases, the findings of the complaint investigation may be considered as evidence for the appeal.
- G28.7 Students should submit a Progression Appeal Form within 14 days of the final notification of removal. Appeals received after this deadline will only be accepted at the discretion of the Principal.
- G28.8 A student may appeal on either or both of the following grounds:
- there is new information which could not have been provided to the Faculty at or before the time the decision to remove was taken, and sufficient evidence remains that the appeal warrants further consideration;
  - there is evidence of significant administrative or procedural error, including error relating to the written warning to the student and student compliance with the conditions of written notice, made at or before the time the decision to remove was taken, and sufficient evidence remains that the appeal warrants further consideration;
- G28.9 The Principal will normally advise the student in writing of their decision on the appeal within 42 days of receipt. If it is determined that an appeal should be heard, an Appeal Committee will be arranged, in accordance with the Appeal Committee Structure.

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## Representation

- G28.10 The student may be represented the Appeal Committee by another member of the College, a member of the student's professional organisation (where applicable), or a member of the King's College London Students' Union (KCLSU).
- G28.11 Additionally, the student may be accompanied by a family member or a friend, who will not be able to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.
- G28.12 If the student is to be represented or accompanied, the name of the person who is to attend must be received in writing by the Head of Student Conduct and Appeals (HoSCA) at least 48 hours in advance of the Appeal Committee. The Chair of the Appeal Committee may accept or reject a request, and their decision will be final. The Chair may refuse to permit a representative, friend or family member to attend where 48 hours' notice has not been received.
- G28.13 Written notice of the Appeal Committee will normally be sent to the student, together with the names of the Committee members and the Chair, and all documentary evidence, at least 14 days before the Appeal Committee date. Any concerns regarding documentation or membership of the Committee should be raised in writing by the student at the earliest opportunity to the HoSCA.
- G28.14 New evidence that has not already been submitted as part of the appeal will not normally be considered by the Appeal Committee. Should either party wish to submit new evidence this must be done at least seven days before the Committee date. The Chair of the Appeal Committee may accept or reject new evidence, and their decision will be final.
- G28.15 The Appeal Committee shall consider the documentary evidence, and invite the student and the Executive Dean of Faculty (or nominee) to give evidence. Other persons shall be asked to attend to give evidence if the Committee wishes.
- G28.16 The absence of the student or the Executive Dean of Faculty will not prevent the Appeal Committee from taking place nor invalidate the proceedings. In the event that a student has indicated they will attend but then cannot do so for good reason, an adjournment would generally be considered.
- G28.17 The Appeal Committee will determine whether there is sufficient reason to challenge the original decision to withdraw. If there is insufficient reason, the Appeal Committee can set aside the decision and replace it with one of its own, or it can refer the case back for fresh consideration with commentary. If there is insufficient reason, the appeal will be dismissed and the original decision will stand.
- G28.18 The decision of the Appeal Committee shall normally be communicated in writing by the HoSCA to the student and Executive Dean of Faculty, within seven days of the decision of the Appeal Committee.

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G28.19 Students have no automatic right to continue with their studies or to progress to the next stage of their programme pending the outcome of an appeal; the Faculty may exercise their discretion to allow this attendance, if applicable and permitted by the programme regulations.

### Removal of a student from an external environment

G28.20 Students undertaking a placement or a period of study or practical training in an external working or educational environment have a responsibility to conform to the regulations, policies and expected standards of behaviour and competence of that external environment. Examples of such external environments may include, but are not limited to:

- a) hospitals, GP clinics, dental surgeries and other NHS facilities;
- b) Faculties;
- c) UK or overseas HEIs;
- d) offices and other industrial facilities;
- e) teaching schools;
- f) law courts;
- g) health centres;
- h) firms.

G28.21 A student undertaking a placement may be removed without notice from that environment by the supervisor/mentor within that environment or the College, where there are concerns with the student, or for any other reason. Examples of concerns may include, but are not limited to:

- a) behaviour which is deemed offensive or unacceptable in the external environment;
- b) behaviour or actions in breach of the regulations of the external environment;
- c) behaviour which compromises the activities of the external environment;
- d) a health condition which would render the student unsuitable or unsafe to continue in the external environment;
- e) a level of competence which would compromise the professional standards of the external environment;
- f) failure to observe health and safety requirements of the external environment;
- g) behaviour which gives rise to concerns about the student's fitness to practise.

G28.22 Where possible and appropriate, the College will arrange for the student to undertake an alternative placement, in accordance with the procedures and practice of the relevant Faculty.

G28.23 Where the removal is temporary or for a specified period, conditions may be placed on the student before re-entry to the external environment will be allowed. Such conditions may constitute a written warning.

G28.24 If the College considers the reasons for the removal would require a misconduct investigation (G27) or a fitness to practise investigation (G29), the student's removal from the external environment will be temporary, pending the outcome of the proceedings. The student may attend classes and sit assessments that are not in the external environment during this period. As part of its outcome, the Committee will confirm the status of the student's removal from the external environment; if this is permanent and the student will be unable to complete their programme of study, their registration will be terminated.

# G28 ACADEMIC REGULATION (APPENDIX)

2018/19

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## Useful Links

[Student Conduct and Appeals webpages](#)

[Misconduct \(G27\)](#)

[Office of the Independent Adjudicator](#)

[Committee Structure](#)

[Student Complaints \(G31\)](#)

[Fitness to Practise \(G29\)](#)

[Glossary](#)

**Exemptions:** not anticipated. For advice contact [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk).

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