

College of Science and Engineering

Undergraduate students who do not attain 120 credits during the year: summary of procedure

Required number of credits to be attained during the year

Full-time undergraduate students are required to attain 120 credit points in each year of programme (i.e. excluding any courses carried over from previous years of the programme).

Part-time students failing any course during the year must be referred to the Senior Director.

Undergraduate students do not have a right to progress if they have not attained the required number of credits, but may be granted a concession to do so according to the criteria and procedure below.

Procedure

The policy is intended to provide flexibility where a student has marginally failed to attain the required number of credits or where progress has been affected by special circumstances, but is also intended to identify students who have not demonstrated the potential to continue their studies and who should withdraw, or be withdrawn, permanently from the University.

All students who have not attained the required number of credits during the year as defined above must be interviewed by their Director of Studies. The Director of Studies may allow the student to continue their studies* if:

- (a) The student has failed to achieve the required number of credits for the year of the programme for the first time, **AND**
- (b) The student is no more than 20 points short of meeting the required number of credits for the year of the programme, **AND**
- (c) There are good reasons to support a claim to a likely improvement in progress.

All students who have not attained the required number of credits for the year of the programme and who have not met all of the criteria above must be referred by the Director of Studies to the Senior Director of the School (or nominee)***. The Senior Director must consider the academic position of the student. The Senior Director may permit a student to continue his / her studies without necessarily interviewing the student, but must arrange an interview with the student before permanently withdrawing him / her from the University (It is advisable in such sensitive meetings to have another member of staff present as an observer / note taker.) The Senior Director must decide:

- (a) whether the student may be permitted to continue his / her studies* and, if so, what outcomes are required at the end of following academic year for progression to the subsequent year, or

(b) whether the student should be permanently withdrawn from the University. (The student should be given the opportunity of voluntary permanent withdrawal from the University. If the student does not take this opportunity, then procedures for compulsory exclusion should be initiated*.)

All students who have not passed core courses for their programme, or who have failed a progression hurdle for their current programme, should be referred to the Senior Director of the School, irrespective of the number of credits obtained.

The above procedures allow for the academic judgement of the Senior Director on progression issues. Where there is evidence that the student has a realistic prospect of attaining the required standard, the Senior Director may permit progression, usually with some outcomes required for progression to the following year. Where there is no evidence that students have a realistic prospect of attaining the required standard it is not in the interests of the student or the University for a student who has not achieved the required number of credits to be permitted to continue on their programme of study (or transferred onto a further year of study for a BSc Ordinary or BSc General degree**) and in such cases, the Senior Director should permanently withdraw the student.

** Further guidance on progression procedures, including options for students to continue study (carrying courses, part-time study, etc.) and for withdrawal of students can be found in the College guidance to Directors of Studies on progression matters.*

<http://www.ed.ac.uk/schools-departments/science-engineering/staff/student-administration/taught/directors-studies/progression-procedures>

***For students already registered for the BSc Ordinary or BSc General degrees, the role of the Senior Director will be undertaken at College level by the Dean of Learning and Teaching. Further details of College policy on BSc Ordinary or BSc General degrees are available at:*

<http://www.scieng.ed.ac.uk/AA/Staff/Taught%20Student%20Admin/OrdinaryDegree.pdf>

****Some Schools have a single interview with the Senior Director and another member of staff. This is permitted, provided that the DoS has the opportunity to provide comments to the Senior Director. The Senior Director, with the approval of the Head of School, may nominate a suitably-experienced academic colleague to act on his/her behalf. In this guidance "Senior Director" may be taken to mean "Senior Director (or nominee)".*