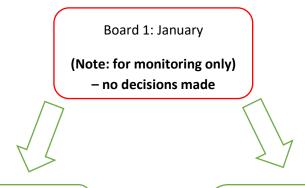
### **SEPTEMBER STARTS – YEAR 1 (1/A Students)**

### **180 Credit Programmes**



If pass all modules or if only one fail – do not present at Board

If fail more than one module/plagiarism/ECs/
Suspended Studies – present at Board for monitoring and counsel

### **Further Considerations at Board:**

### a) Withdrawing Students:

If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

- 1. Remove student from all open modules (i.e. WI off open modules SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
- 2. Make a note in the Minutes Section of the module that has been WI'd i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt informed by Int Supp / Finance on (Date) XXX"
- 3. Board decision MUST be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

### b) Students on Suspended Studies:

- 1. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
- 2. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
- 3. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):

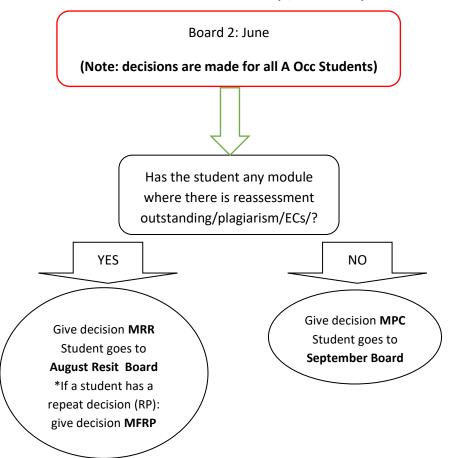
0-10 credits - WN

20-40 credits - AWDCC

60-120 credits - AWDFN

If student has asked to exit - AWDEX

### SEPTEMBER STARTS - YEAR 1 (1/A Students)



<sup>\*</sup>MFRP is not used in the Business School but is in use for other MSc's within the University.

### **Further Considerations at Board:**

### c) Withdrawing Students:

If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

- 4. Remove student from all open modules (i.e. WI off open modules SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
- 5. Make a note in the Minutes Section of the module that has been WI'd i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt informed by Int Supp / Finance on (Date) XXX"
- 6. Board decision MUST be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

### d) Students on Suspended Studies:

- 4. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
- 5. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
- 6. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):

0-10 credits – WN
20-40 credits – AWDCC
60-120 credits – AWDFN
If student has asked to exit – AWDEX

# Board 3: August (Note: only students with resits will be presented at this Board) Did the student pass all outstanding modules? NO Give decision MPC Give decision MRR

### **Further Considerations at Board:**

### e) Withdrawing Students:

Student goes to

**September Board for** 

**AWD Decision or Rolling** 

**Forward Board Decision** 

If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

Student goes to

**September Board for** 

**AWD Decision or Rolling** 

**Forward Board Decision** 

- 7. Remove student from all open modules (i.e. WI off open modules SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
- 8. Make a note in the Minutes Section of the module that has been WI'd i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt informed by Int Supp / Finance on (Date) XXX"
- 9. Board decision MUST be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

### f) Students on Suspended Studies:

- 7. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
- 8. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
- 9. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):

0-10 credits – WN
20-40 credits – AWDCC
60-120 credits – AWDFN
If student has asked to exit – AWDEX

# **SEPTEMBER STARTS – YEAR 1 (1/A Students)** Board 4: September (Note: Awarding Board for A Occ students - students at end of study) Did the student pass all outstanding modules? NO YES If student has requested to leave: give Give decision decision AWDEX **AWD (has 180** If student has failed modules twice (and credits) cannot be CP'd and has 60-120): give decision AWDFN If student has 20-40 credits then AWDCC If student has 0-10 credits then WN If student has failed modules and has attempts outstanding: give decision MFRAM (with no attendance required) **Further Considerations at Board:**

Withdrawing Students:

g)

If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

- 10. Remove student from all open modules (i.e. WI off open modules SAS if first attempt; RAS if resits) and remove any enrolments in RSM for future trimesters
- 11. Make a note in the Minutes Section of the module that has been WI'd i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt informed by Int Supp / Finance on (Date) XXX"
- 12. Board decision MUST be made at the next available Board (Note: if student is not batched then a request for the student to be batched must be made).

### h) Students on Suspended Studies:

- 10. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
- 11. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
- 12. If the student has exhausted the year maximum suspension then add one of the following codes (students will need to be batched for processing):

0-10 credits – WN 20-40 credits – AWDCC

## SEPTEMBER STARTS – YEAR 1 (1/A Students)

60-120 credits – AWDFN
If student has asked to exit – AWDEX