

## **University of Aberdeen**

### **Guidance Notes on Undergraduate Student Progress<sup>1</sup>**

#### **1. Can I appeal against the Students' Progress Committee's decision?**

1.1 You can appeal against a decision taken at any stage of the process but only if you can demonstrate that:

- i) the University's procedures were not followed;
- or**
- ii) the person or body making the decision did not have the authority to do so;
- or**
- iii) the person or body making the decision did not act impartially;
- and**
- iv) you consider that you have, or could suffer, a material disadvantage as a result of the Students' Progress Committee's decision.

1.2 Students have the right to appeal against decisions that are taken by the Students' Progress Committee under the terms of the University's Policy and procedures on Student Appeals<sup>2</sup>. .

#### **2. What is my status pending the outcome of consideration of my application?**

2.1 Your status will not be affected while you await the outcome of consideration of your application. Full details are given in the [documentation](https://www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-6119.php) available at <https://www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-6119.php>

#### **3. Can I claim expenses?**

3.1 You are not entitled to claim expenses.

#### **4. If you are still unsure what to do**

4.1 If you would like more help after you have read these *Guidance Notes*, please contact any of the following:

- the Undergraduate Student Services Team, The Hub (Tel: (01224) 273505; fax (01224) 273386; e-mail: [undergraduate@abdn.ac.uk](mailto:undergraduate@abdn.ac.uk))
- Student Support Services, The Hub (Tel: (01224) 273935; fax: (01224) 273569; e-mail: [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk)) AUSA Student Advice Centre in the Butchart Centre on University Road (Tel: (01224) 274200; e-mail: [ausaadvice@abdn.ac.uk](mailto:ausaadvice@abdn.ac.uk))

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<sup>1</sup> Approved by University Court on 24 February 2011

<sup>2</sup> Available at <https://www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-6119.php>

## OUTLINE OF PROCEDURES: STUDENTS' PROGRESS COMMITTEE HEARING

A Students' Progress Committee has powers delegated to it by the University Senate to hear and decide on applications from undergraduate students who wish to be permitted to progress or continue with their studies.

The Students' Progress Committee does not have the power to change the results of course or programme assessments.

The Convener of the Committee has an obligation to ensure that an application made by a student is fully and properly explored.

Where the Convener believes that any written or verbal statement is inappropriate, derogatory or defamatory he or she will ask that such statements are retracted and/or rephrased.

The procedure followed at a Students' Progress Committee hearing will be kept as informal as possible but will include the following:

- 1 The Convener will introduce the Committee to the student and any person accompanying or representing the student.
- 2 The Convener will invite the student or his/her representative to make an opening statement outlining their case.
- 3 The Committee will then have the opportunity to ask the student or his/her representatives any questions relating to the case that has been made.
- 4 The Convener will invite the student or his/her representative to make a concluding statement.
- 5 Once the Convener is satisfied that the Committee has no further questions to ask, the student or his/her representative and any person accompanying them will be asked to leave the room while the Committee considers its decision.
- 6 The decision of the Committee will, where possible, be communicated to the student verbally on the day of the hearing. The Committee's decision will also be communicated in writing (normally by email) within 3 working days.