JANUARY STARTS YEAR 1 (1/B Students) 180 Credit Programmes

Board 1: June

(Note: for monitoring only)

– no decisions made

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If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then: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 Make a note in the Minutes Section of the module that has been WI'd i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt informed by Int Supp / Finance on (Date) XXX"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

Board 2: August (Note: Only students with resits will be presented at this Board) Has the student any module where there is reassessment outstanding/plagiarism/ECs/ Suspended Studies? NO Give decision MPR – not to be

Further Considerations at Board:

presented at

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If International Support informs you that sponsorship is being withdrawn for a student (at any point of any Trimester) or if Finance has advised that students are being withdrawn due to debt then:

presented at

Sept Board

- 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 Make a note in the Minutes Section of the module that has been WI'd i.e. "student's sponsorship withdrawn centrally / student withdrawn due to debt informed by Int Supp / Finance on (Date) XXX"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).

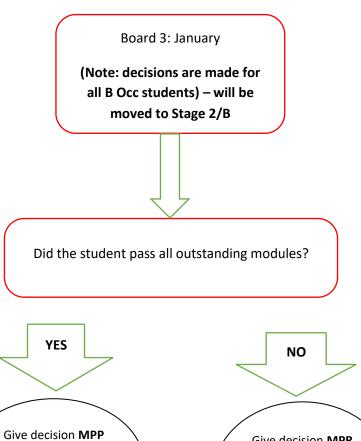
d) Students on Suspended Studies:

- 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

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JANUARY STARTS YEAR 1 (1/B Students)



Further Considerations at Board:

e) 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:

Give decision MPR

Student goes to

June Board for

AWD Decision if exiting studies

- 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):

Student goes to

June Board for

AWD Decision

0-10 credits - WN 20-40 credits - AWDCC 60-120 credits - AWDFN If student has asked to exit - AWDEX JANUARY STARTS YEAR 1 (2/B Students) Board 4: June (Note: Awarding Board for B Occ students – students at end of study) Did the student pass all outstanding modules? NO **YES** Give decision AWD (has 180 If student has requested to leave: give credits) decision AWDEX If student has failed modules twice (and cannot be CP'd): give decision: AWDFN If student has failed modules and has *MFRP is not used in the Business School but attempts outstanding: No decision required – these students is in use for other MSc's within the University. will go to the August resit Board *If a student has a repeat decision (RP): give decision MFRP **Further Considerations at Board:**

g) 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:

- 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).

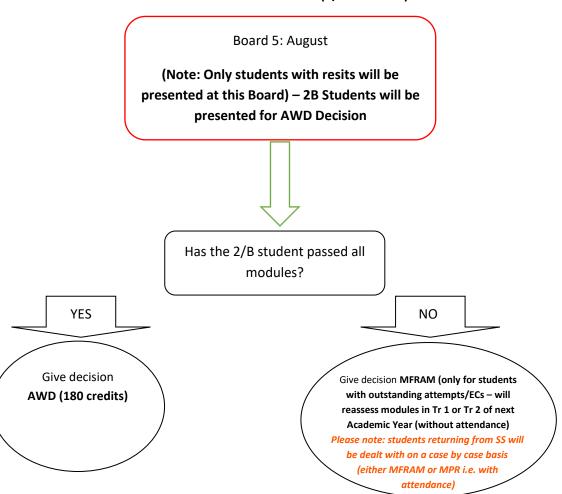
h) Students on Suspended Studies:

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

JANUARY STARTS YEAR 2 (2/B Students)



Further Considerations at Board:

i) 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:

- 13. 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
- 14. 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"
- 15. 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).

j) Students on Suspended Studies:

- 13. Find out the start date and end date of the suspension of studies for each student and mark on board paper.
- 14. If the student has not exhausted the 2 year maximum suspension then note the intended return date for monitoring purposes.
- 15. 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