

A STUDENT'S GUIDE TO

# PROGRESSION BOARD

# DECISIONS

## GET IN TOUCH

**0121 204 4848**

[advice@aston.ac.uk](mailto:advice@aston.ac.uk)

10:00am - 4:00pm

## DROP IN

10:30am - 12:30pm weekdays

No appointment needed at this time

## LOCATION

Ground floor of Students' Union building



# PROGRESSION BOARD



If you fail to pass all your modules each year you will be at risk of withdrawal. The Board of Examiners may decide that you have not progressed to a satisfactory standard.

## WHAT IS A PROGRESSION DECISION?

Students are expected to pass all modules each year to be able to continue on their programme of study. Failure to do so puts you at risk of withdrawal, you will be invited to attend a meeting and make representations to the Board of Examiners who decide whether to allow you to continue your studies or withdraw you from university.

## YOU RECEIVED AN EMAIL. WHAT NOW?!

Before a final decision is made, you will have the opportunity to explain any circumstances that may have impacted your performance. You will receive an email from your School outlining this opportunity, with 3 options for response:

- 1) **Attend in person or virtually and submit a written statement.**
- 2) **Submit a written statement only.**
- 3) **Attend in person or virtually without submitting a written statement beforehand.**

Respond promptly to the School's email, preferably choosing **Option 1** and providing a detailed written statement explaining explaining your circumstances.

If you miss the deadline, you should still respond to the email. The Exam Board may still be willing to accept your request to attend and/or submit a statement but you will need to contact them as soon as you can.

**If you choose not to reply you will usually be withdrawn.**

## WRITING THE STATEMENT

We strongly advise writing a statement even if you will be attending the meeting. Your statement should cover the following:

- **Explanation:** Why you believe you failed assessments/modules.
- **Evidence:** Supporting evidence of any exceptional circumstances (documents, medical certificates etc).
- **Action plan:** An outline of your plan covering what you will do differently to improve your performance and avoid being in the same situation again.

- **Desired outcome:** Your desired outcome i.e. the decision you want the Exam Board to make.

You must send your statement and evidence to your School before the deadline in their email. If you miss the deadline, you should still send your statement and evidence, explaining why it is late but there is no guarantee it will be accepted.

## ATTENDING THE BOARD MEETING

The Board will typically consist of at least 4 members, including the Chair:

- **Introductions and Discussions:** The Board members will introduce themselves and ask questions about your situation and any submitted statement.
- **Deliberation:** Upon acquiring sufficient information, the Board will request you to leave the room for deliberation.
- **Decision:**
  - a) **Same-day decision:** If the Board are able to make a decision on the same day, you may be asked to wait outside before being called back for the outcome.
  - b) **Delayed decision:** In the absence of a same-day decision, you will receive the outcome in writing (usually within 10 days).
- **Support:** Depending on availability one of our advisers may be available on the meeting day to offer support and attend the meeting with you. Please contact if you require on the day support.

## WRITING THE STATEMENT

- **Progression:** If granted another chance, you will receive instructions for continuing your studies.
- **Withdrawal:** If withdrawn, options to consider may include appealing the decision, applying to another programme or university or employment.

## WE CAN HELP...

Please visit: [astonsu.com/support](https://astonsu.com/support)

EXPLAIN THE BOARD PROCESS. FEEDBACK ON YOUR WRITTEN STATEMENT. ADVICE ON EVIDENCE REQUIREMENTS. GUIDANCE ON YOUR OPTIONS INCLUDING IF WITHDRAWN. AND MORE.