

Zhejiang University-University of Edinburgh Institute Undergraduate Progression Boards Policy

Purpose of Policy

The policy provides information to ensure consistent and effective operation of Undergraduate Progression Boards that consider progression of undergraduate students from one year to another.

Overview

The policy provides information on the status and governance, decision making, timing and decision reporting, of Undergraduate Progression Boards in the ZJU-UoE Institute. The policy meets the same expectations as the University of Edinburgh Undergraduate Progression Boards Policy and is derived from that policy. The University of Edinburgh is approved by the University of Edinburgh Curriculum and Student Progression Committee:

http://www.ed.ac.uk/files/atoms/files/ug_progression_boards.pdf

The Policy is updated in line with the equivalent University of Edinburgh policy. Any required changes are approved by the ZJU-UoE Institute Board of Studies. In cases where there is a deviation from the University of Edinburgh regulations, approval must be sought from the University of Edinburgh Curriculum and Student Progression Committee.

Scope: Mandatory Policy

The policy is relevant for all undergraduate students and for staff who make progression decisions.

Contact Officer ZJU-UoE Institute Academic Administrator

Document control

Date Approved	Date Starts:	Amendments:	Next review:
15.12.16	September 2016	N/A	June 2019

Related policies, procedures, guidelines & regulations

ZJU-UoE Institute Taught Assessment Regulations

ZJU-UoE Institute Handbook for Board of Examiners

ZJU-UoE Institute External Examiner Policy

ZJU-UoE Institute External Examiner Handbook

ZJU-UoE Regulations, Policies and Guidance referred to throughout this document are located at:

<http://zjue.intl.zju.edu.cn/en/policies-regulations>

If you require this document in an alternative format please email ZJU-UoE Institute Academic Administrator

Zhejiang University-University of Edinburgh Institute Undergraduate Progression Boards Policy

Formal status and governance

1. Every undergraduate student's progression status needs to be decided and recorded at least once each year¹ by a Progression Board which is the responsibility of the School that has responsibility for the student's degree programme.

Application

- 1.1 The ZJU-UoE Institute may have more than one Progression Board. A Progression Board is expected to review progression on a number of different degree programmes. The Institute is encouraged to have as few Progression Boards as are consistent with robust decision-making.

2. The Progression Board operates as a Board of Examiners in accordance with the policy and guidance for Boards of Examiners, unless specified otherwise in this Undergraduate Progression Boards Policy.
3. At least one External Examiner has oversight of the decision process of the Progression Board. This oversight may be done remotely; the External Examiner does not need to be physically present. The purpose of the External Examiner is to confirm that the process has been carried out appropriately: the External Examiner does not need to approve individual progression decisions as the academic standards and level of the student's course results will have been approved by an External Examiner as part of the Board of Examiners decision.

Application

- 3.1 The ZJU-UoE Institute will specify which Course or Programme External Examiner has responsibility for progression decisions and specific Progression Boards. This responsibility is usually exercised by a Programme External Examiner.
- 3.2 The External Examiners Handbook includes information that explains how External Examiners exercise oversight of the Progression Board decision process.
- 3.3 The Convener of the Progression Board has responsibility for ensuring that progression procedures are outlined and explained to the External Examiner to enable them to fulfil their role. This can be done in the External Examiner induction, in discussions and in briefing by the ZJU-UoE Institute. The External Examiner will receive information about progression procedures from the ZJU-UoE Institute in advance of the Progression Board meeting and specific External Examiners may be invited to focus on progression for particular stages, e.g. into honours, into final year. The Convener of the Progression Board informs the External Examiner about

¹ For students with resits, there will be more than one progression decision made for that year, e.g. further assessment may need to be passed before progression to the next year of study can be confirmed.

Zhejiang University-University of Edinburgh Institute Undergraduate Progression Boards Policy

progression decisions. The External Examiner may consider relevant statistics and student data to fulfil their role.

4. The Dean of Biomedical Sciences, in consultation with the Dean of Institute, has responsibility for nominating the Convener of the Progression Board. Progression Board members are any of the internal examiners for the degree programmes which are considered by that Progression Board. A Progression Board is quorate if at least two internal examiners and the Progression Board Convener are present. Regulations Experts in Schools are available to advise Progression Boards in addition to Boards of Examiners.

Application

- 4.1 The Deanery of Biomedical Sciences informs the College of Medicine and Veterinary Medicine, University of Edinburgh, about the nomination of the Convener and members of the Progression Boards by the deadlines set out for Conveners of Boards of Examiners in the ZJU-UoE Institute Taught Assessment Regulations.

5. Progression Boards are distinct from Boards of Examiners but may be held simultaneously if and only if **all** the relevant course information is available to enable progression decisions to be made, i.e. the Board of Examiners may function as a Progression Board.
6. The Convener of the Board of Examiners provides Progression Boards with information about outcomes from Special Circumstances Committees, to enable the Progression Boards to make their decisions. The Convener of the Board of Examiners is responsible for providing the Progression Board with other information that is relevant to progression decisions which was available to the Board of Examiners. The Convener of the Progression Board is responsible for confirming that all relevant information has been considered.

Application

- 6.1 The Progression Boards operate consistently with the ZJU-UoE Institute Special Circumstances Policy:
- 6.2 Other information presented to the Progression Board may include material about issues that have had an impact on moderation and marking decisions; assessment disruption; etc.

7. The Convener of the Progression Board has responsibility for ensuring the accurate recording, minuting and reporting of decisions of the Board.

Zhejiang University-University of Edinburgh Institute Undergraduate Progression Boards Policy

Application

- 8.1 Information in the Handbook for Board of Examiners on Conveners of Boards of Examiners about their role is also relevant for Conveners of Progression Boards.
- 8.2 Progression decisions are conveyed to students by the ZJU-UoE Institute.

Decision making at the Progression Board

- 9. All relevant final course results need to be available in order to make progression decisions. On the basis of final course mark information reported by relevant Boards of Examiners. The Progression Board decides whether a student has passed and attained the required amount and level of credit; and satisfied any other specific requirements for the relevant degree programme, as published in the programme handbook and degree programme tables. The Progression Board is responsible for the award of credit on aggregate for the University of Edinburgh degree.

Application

- 9.1 The ZJU-UoE Institute Taught Assessment Regulation on undergraduate honours progression explains when credit on aggregate is awarded for the University of Edinburgh degree: 'When all the marks for the taught components of the relevant year of the programme (120 credits) are available, if the student has achieved PASS marks in at least 80 credits and has an overall average of 40% or more over the full 120 credits, then they will be awarded credits on aggregate for the failed courses.' (Reg. 54)

- 10. The Progression Board must act in accordance with the ZJU-UoE Institute Taught Assessment Regulations and the International Campus General and Supplementary Regulations.

Application

- 10.1 ZJU-UoE Institute Taught Assessment Regulations Section E on Assessment Decisions is particularly relevant for progression decisions.

- 11. Student anonymity should be retained during discussion until, in the opinion of the Convener of the Progression Board, the best interests of the students are no longer being served. Once progression decisions have been agreed, there should be a final check of the unanonymised decision by the Convener.

Application

Zhejiang University-University of Edinburgh Institute Undergraduate Progression Boards Policy

11.1 The requirements in the ZJU-UoE Institute Taught Assessment Regulations for anonymity at Boards of Examiners also apply to Progression Boards.

12. Decisions of the Progression Board are final. In exceptional circumstances a Convener of the Progression Board can reconvene the Board to review a decision.

Application

- 12.1 The requirements of the ZJU-UoE Institute Taught Assessment Regulations on the “Status of decisions” (Section E) apply to Progression Boards.
- 12.2 Progression Board outcomes include deferring a decision, for example until new information is available, such as from a re-assessment or a concession decision. In such cases a subsequent progression decision is required by a later Progression Board. This may be done at the next scheduled Progression Board, for example for the resit diet, or by a reconvened Progression Board
- 12.3 The “exceptional circumstances” in paragraph 12 include correcting errors in the assessment process, and taking account of new information, such as academic misconduct.

Timing and decision reporting

13. A Progression Board is held at each stage of an undergraduate student’s degree programme where a progression decision is made. For most undergraduate degree programmes this is:
- a. at year end, where a decision is made about progression to the next stage of study, i.e. after the summer exam diet; and
 - b. after the resit diet and before the start of the next academic session.

Application

- 13.1 If a student has a progression decision at another time, e.g. following reassessment, the ZJU-UoE Institute will confirm the student’s progression status following the release of the relevant course result by the ZJU-UoE Institute.

14. Progression Boards are not normally held after the semester 1 examination diet. The ZJU-UoE Institute will have mechanisms to identify students for whom failure in semester 1 courses place them at risk of failure to progress irrespective of the student’s performance in semester 2. Follow-up action will be taken forward by Academic Advisors and others.

Zhejiang University-University of Edinburgh Institute Undergraduate Progression Boards Policy

Application

14.1 The ZJU-UoE Institute Resits and Supplementary Assessment Guidance outlines measures that can be used to provide students with opportunities to address failure.

15. The ZJU-UoE Institute will publish deadlines for the communication of course results and progression results.
16. The ZJU-UoE Institute is responsible for informing students of course, programme and progression results:
17. Where a student cannot progress to the next stage of study for their current degree programme, and when they can progress but still need to meet additional requirements, for example taking additional credit in the following year, the ZJU-UoE Institute will have arrangements to consider how the student should proceed. The ZJU-UoE Institute will include information about their process for this on their website. Some options, e.g. transfer to another degree programme, require approval by the appropriate authority specified in the International Campus General and Supplementary Regulations.

15 December 2016