Academic Diligence

To apply for the 2020-21 academic year onwards.

Information for students and staff

# Introduction

## Objective

The objective of the academic diligence procedure is to guide corrective action for students with very low engagement in their studies and, as a last resort, to de-register students who show no sign of attempting to engage with their studies.

## Roles and responsibilities

Academic Schools and Divisions have responsibility for administering the academic diligence procedure consistently. The staff actions necessary in the procedure should be undertaken under the management of the Senior Tutor by student support staff, academic advisers and administrators as appropriate. Referrals for de-registration are administered by the Director of Division (or nominee) who also monitors the application and operation of the procedure through periodic reporting. The Quality Assurance and Compliance Office has responsibility for dealing with appeals against the decision to de-register a student and oversight of procedural compliance.

## Threshold

The threshold for initiating the academic diligence procedure is:

* 0% attendance over any consecutive 2-week period of timetabled events and no acceptable mitigating evidence

and / or

* All assessment submissions missed over any consecutive 2-week period and no acceptable mitigating evidence

and / or

* School discretion at an individual student level

## Recording actions and communications

The procedure must be auditable and trackable through thorough record-keeping.

All actions and communications to and from the student must be recorded in the student’s record on the University’s student record system.

All communications to the student must be sent to the student’s University of Kent email address as a minimum.

## Procedure steps

There are four steps in the academic diligence procedure.

Scheduled for meeting

On Action plan

Referred to Director of Division

Waiting for de-registration

Not currently on procedure

Step 1

Step 2

Step 3

Step 4

Figure 1 Academic diligence procedure steps