

Education for Health

Management of Inactive Programme Students Policy

1. Policy Statement

Students registered on accredited programmes have a specified timescale within which to complete their programme of study. Education for Health actively monitors these students' progress to ensure their programme can be successfully completed in the time remaining.

2. Associated Procedures

Section 4.4: Terms of Reference Programme Examination Board

Section 9.15: Policy on the reporting requirements of Programme Examination Boards

Located on the Education for Health Policies and Procedures page:

<https://www.educationforhealth.org/education/student-support/regulations-policies/>

3. Roles and Responsibilities

Programme Administrator – Monitor programme student progression, present data at Programme Examination Board and advise students accordingly.

Programme Lead – Discuss progression plans with students at least annually.

4. The Policy

4.1 Students' progression is closely monitored monthly, this identifies if active study is underway or when a module was last undertaken.

- a. A calculation is made annually, taking into account the number of CATS credits that remain to be achieved and the time left available. This information is presented at a Programme Examination Board annually.

4.2 An interim transcript is sent to all students annually with an accompanying letter, which details modules that remain to be completed and the timescale remaining. A Module Selection Form to be returned to the Programme Administrator is also included to encourage forward planning.

4.3 Students are encouraged to engage at least annually with the Programme Lead to discuss their progression plan.

4.4 Students with insufficient time remaining are sent their interim transcript and notified of their pending withdrawal from the programme. These students will have the opportunity to apply for an extension to their programme registration period.

4.5 These students will be presented at a Programme Examination Board, and module certificates awarded for modules successfully completed, if applicable.

5. Policy History

Last updated: November 2017

6. Review Date

November 2018