

UNIVERSITY OF BIRMINGHAM

SCHOOL OF MATHEMATICS

Reasonable Diligence: Guidance for Students 2014-2015

1. Background

Studying for a Degree at University requires commitment and diligence as well as ability. Too often, students will fail to proceed at the end of a year because of a lack of reasonable diligence during the year. The School of Mathematics is determined to use its progress data to identify students who are clearly showing a lack of reasonable diligence. It will advise these students about what is expected of them, but is also prepared to refer students who continue to show a lack of reasonable diligence to a “Reasonable Diligence Procedure”. In accordance with the “Code of Practice on Student Attendance and Reasonable Diligence” of the University, a student who does not show reasonable diligence may be barred from an opportunity of assessment in a module or required to withdraw from a programme.

2. Criteria

The School may consider a failure to show reasonable diligence when

- 1.1. a student fails to attend three or more arranged meetings with his project supervisor, essay supervisor or Personal Tutor during any academic term.
- 1.2. two or more consecutive pieces of continuous assessment in a module are either not submitted or have a score of less than 20%.
- 1.3. a student fails to submit pieces of continuous assessment with marks above 20% for half or more of the work set in a module.
- 1.4. a student fails to score 20% or more on a written unseen examination paper.

3. Procedure

The “Reasonable Diligence Procedure” consists of several steps. First, the student will be invited for an interview by the Director of your Year. This will allow us to verify that an apparent lack of reasonable diligence is not caused by mitigation, as well as provide an opportunity to advise the student on what is expected to avoid a continuation of the Procedure. This will be followed up by a formal written warning, making clear what changes are required. If the student continues to demonstrate a lack of reasonable diligence, the case will be referred to the Board of Examiners. The Board of Examiners may impose a penalty which may include requiring the student to withdraw from their programme of study. Full details of the procedure are found at

http://www.as.bham.ac.uk/legislation/docs/COP_Student_Attendance_Reasonable_Diligence.pdf