

A STUDENT'S GUIDE TO

REPRESENTATION BOARDS &

THE RISK OF BEING WITHDRAWN

GET IN TOUCH

0121 204 4848

advice@aston.ac.uk

10:00am - 4:00pm

DROP IN

10:30am - 12:30pm on the following days:

Monday, Wednesday & Friday

No appointment needed for drop-ins

LOCATION

Ground floor of Students' Union building

REPRESENTATION BOARDS



You might be invited to a Representation Board if you have failed significant modules. This could lead to the Board recommending that you are withdrawn from your programme of study.

WHEN ARE STUDENTS AT RISK OF WITHDRAWAL?

Students are expected to fully engage with their studies and 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 because the Board of Examiners may decide that you have not progressed satisfactorily in your academic studies.

If you are considered at risk of withdrawal, you will be invited via email to attend a Representation Board where you will be given the opportunity to make representations to the Board of Examiners who will decide whether to allow you to continue your studies or withdraw you from university.

HOW WILL I BE NOTIFIED?

If you're at risk of withdrawal, you'll receive a message on MAP and an email or letter sent to your Aston University email account. This communication will include details about how to make representations to the Board of Examiners and seek further help and advice.

Please contact us (advice@aston.ac.uk) for advice.

WHAT SHOULD I DO?

Read the information in the email carefully. Note the date of meeting and the deadline for submitting statements and evidence

RESPONDING TO THE INVITE

The email you receive from your School will usually present you with three options:

- Attend in person or virtually and submit a written statement.
- Submit a written statement only.
- Attend in person or virtually without submitting a written statement beforehand.

Respond promptly to the School's email informing them of your intentions.

We strongly advise that you reply choosing to attend and submit a statement with supporting evidence.

If you miss the deadline, still respond to the email and contact us for more advice.

WRITING YOUR 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.

WE CAN HELP...

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

EXPLAIN THE PROCEDURES AND IMPLICATIONS. ADVISE AND PROVIDE FEEDBACK ON YOUR STATEMENT AND THE EVIDENCE REQUIRED TO SUPPORT YOUR CASE. AND MORE.

REPRESENTATION BOARDS



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THE REPRESENTATION BOARD MEETING

The Board will typically consist of at least four members, including the Chair.

THE PROCESS

- **Introductions and Discussion:** The Board members will introduce themselves and ask questions about your situation and any submitted statement.
- **Presenting your case:** You will have the chance to explain your circumstances and an action plan outlining what steps you will take to improve your academic performance.
- **Deliberation:** Upon obtaining sufficient information, the Board will request you leave the room for their deliberations to take place.

THE DECISION

- **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.
- **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 day to offer support and attend the meeting with you. Please contact if require on the day support.

POSSIBLE OUTCOMES

1. PROGRESSION

- If granted another chance, you will receive instructions for continuing your studies.

2. WITHDRAWAL

- If withdrawn, options to consider may include appealing the decision
- Applying to study at a different university
- Finding employment.

APPEALING DECISIONS

Students have the right to submit an academic appeal within 14 days of the Board's decision. However there are specific grounds of appeal that must be met including procedural irregularities or new evidence. Contact us (advice@aston.ac.uk) for more advice.

HOW CAN WE HELP?

We can offer support in various ways:

1. Explain the regulations, your rights and responsibilities.
2. Help you understand why you are at risk of withdrawal.
3. Provide feedback on your statement and evidence before you submit.
4. Help you prepare for the board meeting.
5. Advise on options if you are unhappy with the outcome of your case.

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