



**Cheshire College
South & West**

CCSW Academic Regulations – Part E

Student Participation

Principles

The College expects:

- Each student to undertake the minimum number of credits in accordance with the award enrolment and registration and in accordance with their mode of study.
- All students who have enrolled on a module to participate fully in the learning activities associated with each module and to undertake **all components** of assessment attached to it. The students' completion of the enrolment and confirmation process includes a commitment to the following Participation Contract:

'I undertake to participate fully in those activities which are described in each module as essential and I will inform the Module Leader if circumstances oblige me to miss any of these activities. I recognise that failure to participate adequately in these essential activities may lead to termination of my enrolment on my programme of study. I understand that I will be invited to explain my failure to participate before termination of enrolment on the programme occurs and failure to engage in this process will be considered to be withdrawal.'

- The College will monitor engagement at taught sessions from the first week of teaching and will undertake to contact students whose failure to participate without agreement or approval gives cause for concern. Taught sessions can be lecture, tutorial, seminar, lab, workshop or studio-based. The contact made constitutes the invitation to explain failure to participate before termination on the programme occurs.
- The participation contract will be considered as breached in any of the following circumstances, unless the student has negotiated alternative acceptable arrangements with the Module Leader(s) or relevant Assistant Director:
 - The student has missed any 3 weeks of taught sessions for one module, either consecutively or intermittently. Or has failed to meet the attendance requirements specifically described in the module details provided to students without good cause or approved extenuating circumstances. The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative.
 - The student has missed 3 or more weeks of scheduled taught sessions for more than one module within a semester without good cause or approved extenuating circumstances. The student will be issued with a notice of intended withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will

be terminated. A record of the termination and the reason for it will be held on the student record.

- Failure to meet the engagement requirements with the virtual learning environment (as required by individual programmes) for one module without good cause or approved extenuating circumstances. The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative.

- Failure to meet the engagement requirements with the virtual learning environment (as required by individual programmes) for more than one module within a semester without good cause or approved extenuating circumstances. The student will be issued with a notice of withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will be terminated. A record of the termination and the reason for it will be held on the student record.

- Students are expected to adhere to the College's Student Code of Conduct, and to the Code of Conduct of the Professional Body / partner HEI validating their programme where appropriate. The Learner Disciplinary Policy and Fitness to Study Policy will be followed where students fail to comply with the appropriate Codes of Conduct.