MBChB
Code of Practice for the Academic Support Unit
2015-16
**Membership**
Lead for Academic Support  
Student and Staff Support Lead  
Members of Academic staff providing support  
An administrative secretary appointed by the Departmental Manager  

**Website**
Please follow this link:  
https://blackboard.le.ac.uk/bbcswebdav/courses/MEX009/Academic%20Support/index.html  

**Role of the Academic Support Team**
The Academic Support Team has three main responsibilities. These are:

1. To support students referred to the Academic Support Team by members of the Medical School teaching staff. These referrals are normally made using the Request for Academic Support form (see below). The form can be downloaded from http://www2.le.ac.uk/departments/medicine/regulations

2. Students who have failed an assessment will be referred to the Academic Support Team by the relevant Panel/Board of examiners

3. To support students who self-refer

**Referral to the Academic Support Team**
Students may be referred by members of the Medical School teaching staff, including a Personal Tutor, using the Request for Academic Support form (see below and link above) or the referral may be from the Chair of a Panel or Board of Examiners. Students may self-refer.

**Academic Support**
Every student will have particular problems that require a bespoke solution. However the Academic Support team will apply the following principles:

*Diagnosis*
The Academic Support Team will work with a student to decide why the student is struggling academically. The range of possible causes is of course enormous, but effective treatment will require an accurate diagnosis.

**Treatment**
The Academic Support Team and the students it is supporting can make use of all the various support mechanisms available in the University and Medical School. If the Academic Support Team thinks it appropriate then a student may be referred to the Pastoral Support or Health and Conduct Committee. It is **not** the role of the Academic Support Unit to provide additional teaching.

**Failure of Academic Engagement**
Both the University and the GMC require students to be committed to their course and to fully engage with their teachers and with the Medical School. Failure of academic engagement could occur for many reasons, ranging from laziness to severe mental illness. Students who are failing to engage academically would normally be referred to the Academic Support Team. Students who fail to engage academically in spite of attempts to correct this failing will be warned that they are at risk of being in Neglect of Academic Engagement. Further lack of academic engagement will lead to the student being declared in Neglect of Academic Engagement. A student who is deemed to be in Neglect of Academic Engagement will be referred to the Head of Department. The Head of Department will normally remove the right to re-sit the next progression assessment if failed at the first attempt. The Head of Department will also refer the student to the Health and Conduct Committee. A student who has had the right of re-sit removed and who then continues to not engage academically will be referred to a Panel of the Senate Student Discipline Committee with a recommendation that the student’s registration be terminated.
# Referral to Academic Support Unit

## Academic Support Form (ASF)

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Click here to enter a date.</td>
</tr>
<tr>
<td>Reason for referral for support</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

Can you confirm that this referral has been discussed with the student? Yes ☐ No ☐

Did the student behave professionally during this discussion? Yes ☐ No ☐

If not, does the student need professionalism support and why?

Click here to enter text.

**Please submit this form to** concerns@le.ac.uk