

## Learning Agreements and Support Plans

This document should be read in conjunction with information in UCL's Academic Manual ([Chapter 6, Section 3](#) (Learning Agreements) and Chapter 2, Section 7 [Chapter 2, Section 7](#) (Support to Study)).

### **Learning Agreements:**

**Will be used ONLY in the following circumstances:**

- an isolated case of poor attendance/engagement where a student does not appear to have underlying difficulties; or
- a case of ethics violation.

### **Support to Study Procedure**

**Will be used ONLY in the following circumstance:**

- A student is having persistent or ongoing difficulties, and UCL's other support processes are not providing the right level of help.

**Other support processes should continue to be used in the first instance, eg Extenuating Circumstances, Reasonable Adjustments, Interruption of Study, wherever necessary and possible.**

**NB The role of the Personal Tutor is key in identifying any students who may need support, and in ensuring that students are signposted to the support which may help them.**

Learning Agreements and Support Plans are both written agreements with a student and are there to support students experiencing difficulties. They set out the support that can be put in place for students as well as the conditions that the student agrees to meet.

As well as the circumstances outlined in the UCL Academic Manual (links above), at the IOE a Learning Agreement will be implemented in cases of Ethics Misconduct where students have failed to obtain the correct ethics approval.

At the IOE, in the first instance, students will be invited to meet with the department to discuss their Learning Agreement or Support Plan (as appropriate). This will be monitored at regular periods - at least once a term as a minimum. In cases where students do not meet the conditions set out in the Learning Agreement/Support Plan or those that fail to respond to the offer of support, these will be referred to the Phase Lead, who will discuss the next steps.

Where students continue to experience difficulties impacting on their studies, fail to make progress or for those that do not engage with the Learning Agreement process, it may be necessary for the Phase Lead to consider Suspension or Termination of Study on grounds of [Academic Insufficiency](#) .

Please note: if students on a Study Support Plan or a Learning Agreement require extensions to their assessments as part of the agreed mitigation plan, you must discuss the requirements with the author of the Study Support Plan or the Learning Agreement (usually the Programme Leader). If an

extension is found to be the best way to support you, you will then be able to apply for an extension via the Extenuating Circumstances process on Portico, providing your completed and signed Study Support Plan or Learning Agreement as evidence. EC requests not mentioned on your Study Support Plan or Learning Agreement will not be accepted and any extensions given outside of the agreed plan will be void.

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