Academic Progression Policy

1. Purpose

The *Academic Progression Policy* ("policy") provides a framework for institutional oversight and monitoring of students' academic performance and progress. The Institution takes a student-centred approach that aims at student success. To that end, this policy ensures that students receive appropriate learning support, while also providing for appropriate penalties where a student fails to maintain satisfactory academic progress following intervention.

2. Scope

This policy applies to all students of the Institution with the exception of ELICOS students who are governed by the *ELICOS Course Progression Policy*.

3. Definitions

See *Glossary of Terms*.

4. Policy statements

4.1. The Institution recognises the importance of maintaining satisfactory academic progression as it indicates that a student is achieving the learning outcomes for each stage of their course and is on track to complete it.

4.2. Progression requirements apply to each course at the Institution and include: a maximum time for completion of the course; a minimum and maximum study load; and limits to the number of times a student may repeat a failed subject.

4.3. In certain circumstances, a student may be permitted to exceed the normal study load up to a limited amount.

4.4. The Institution ensures that students have the necessary tools to evaluate their progress, including clearly communicating in writing, in clear and plain English, the requirements of academic progression before they commence in their

course, and providing timely feedback on all assessment tasks.

4.5. Students are primarily responsible for their own academic performance and academic progression.

4.6. The Institution recognises that there are different levels of academic standing and undertakes to identify students who are not achieving satisfactory progress as soon as is practicable.

4.7. Students' progress is be actively monitored, and students provided with information about the outcomes of the mid-study period review and the end of study period review, as soon as their academic standing is determined.

4.8. Students who fail to maintain satisfactory progress are advised of their status in a timely manner.

4.9. Appropriate information, learning and other support relevant to the level of academic standing is provided to those students who have failed to maintain satisfactory academic progress.

4.10. Where a student fails to meet academic progression requirements, the Institution may suspend or exclude that student from a course or impose conditions on their enrolment.

4.11. The Institution recognises that students may have extenuating circumstances that affect their performance and those students who have failed to maintain satisfactory academic progress have a right to lodge a complaint about any decisions and actions undertaken by the Institution.

5. Roles and responsibilities

5.1 The Academic Board is responsible for:

- endorsing the criteria for progression requirements that applies to each course as part of course accreditation approval processes, which includes: a maximum time for completion of the course;

- a minimum and maximum study load; and limits to the number of times a student may repeat a failed subject;
- approving the criteria by which the levels of academic standing are determined (see the Academic Progression Procedures).

5.2 The Deputy Vice-Chancellor (Learning & Teaching) is responsible for approving variation to course progression rules.

5.3 The Board of Examiners is responsible for monitoring academic progression, identifying students who have not maintained satisfactory academic progress, approving appropriate interventions and reporting to the Course and Subject Committee.

5.4 The Student Centre, in consultation with the Registrar, is responsible for communicating all interventions to students (both mid-term and post Board of Examiners), approving requests for extension of time permitted to complete a course and for maintaining records in relation to the implementation of this policy.

6. Related documents

Academic Progression Procedures

Assessment Policy

Course Development, Review and Approval Procedures

Approved by Academic Board on 2 September 2022