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INTRODUCTION

PURPOSE

The Policy outlines the Institute's requirements for students to achieve satisfactory academic progress and complete their course following the applicable Award Requirements stipulated in the Course Handbook.

OBJECTIVES

The student is responsible for achieving satisfactory academic progress and complying with all Award Requirements, including completing their course within the maximum time to complete.

The Institute is responsible for monitoring students who are unable to achieve, at risk of not achieving, or have not achieved academic progression requirements.

The Institute is responsible for offering support to help students meet their Award Requirements.

Academic progression decisions are based on academic criteria.

In its approach to identifying and supporting students who are not achieving academic progression requirements, the Institute will adhere to the principles of procedural fairness and be equitable, consistent, transparent, respectful of privacy, and timely.

Applying this policy aims to ensure that students achieve the academic performance standards of the course and the Institute.

DEFINITIONS

TERM OR ABBREVIATION	DEFINITION
Award Requirements	The rules for each course offered by the Institute are outlined in the Course and Subject Handbook, which provides the specific version of the course in which the student is admitted.
Conditions	The specific requirements that a student who has not achieved satisfactory academic performance must meet are to be permitted to continue their enrolment in the course in subsequent teaching periods.
Exclusion	The academic status applies to a student who is not permitted to continue their course nor transfer to a course with the same inherent requirements
Maximum Time to Complete	The maximum time permitted for a student to meet the Award Requirements as articulated in the Course and Subject Handbook or the expected course duration specified on their Confirmation of Enrolment (CoE).
Pathway Courses	Non-award courses that facilitate pathways to higher learning admission requirements,
Procedural Fairness	The processes used by a decision maker to ensure that the decision is just and fair.

Roles and Responsibilities

Students: Understand and adhere to the academic progression policy.

Faculty: Monitor student progress and provide timely feedback and support.

Academic Advisors: Guide students in developing academic plans and provide ongoing support.

Academic Council: Reviews and makes decisions on student appeals.

1.1 Policy

Students' academic performance will be assessed at the end of each module and can be reassessed at any time during the course. To continue their course enrollment, students must achieve satisfactory academic performance requirements.

Students are provided with learning resources within the Learning Management System and have access to virtual learning environments, library collections, and online resources. Further training and support for using digital tools and resources are available in the Student Hub.

1.2 Student Requirements

The Institute will communicate what the student must achieve to comply with the overall Award Requirements, including requirements of professional and accredited programs.

The Institute requires students to:

- Comply with relevant Institute policies, procedures, Award Requirements, and subject outlines.
- Make genuine attempts to achieve passing results.
- Seek and engage with academic support offered by the Institute when required, particularly if academic performance falls below satisfactory academic performance requirements and
- Consider seeking assistance from personal support services, including those provided by the Institute.

1.3 Progression Requirements

The Institute requires students to complete the following, as per the Course Handbook.

- Coursework: Successful completion of all required modules with a passing grade.
- Assessments: Achievement of satisfactory grades in all assessments, including assignments, projects, and oral presentations.
- Attendance: Regular attendance at tutorials and mandatory events. The maximum permitted absence rate for Master's and Doctoral programmes is 20%.

1.4 Achieving Satisfactory Academic Progress

Where a student fails to achieve satisfactory academic performance requirements, conditions or exclusion will apply.

1.4.1 Academic Probation

Students must progress through their program of study as laid out by their programme head and academic advisor. Students must maintain a minimum overall pass grade of 50% (D pass) on all modules. Students who fail a

module have two (2) opportunities to resit, undertaking the module as soon as practicable (the next semester or next module offering).

A resit student is placed on Academic probation until their results allow progression or withdrawal (failure) from a programme. A student on academic probation can only receive a recorded grade of 54%, the maximum grade obtainable following reassessment, irrespective of their resit score. Before the beginning of the next semester, the Academic Council reviews the progress of all students on Academic probation.

Academic probation includes students:

- Currently on probation
- Exceeded the time limit of the module/ degree, or those who have exceeded the extended time negotiated for module/degree completion.
- With an incomplete grade in any module/degree programme
- Those who have received a fail or conditional pass in any module

The following conditions may result in the dismissal of the student from the program:

- The student receives a fail after two (2) resit attempts on a module
- The student is deemed unsafe in skills/knowledge application

1.4.2 Appeals Process

Students may appeal academic assessment decisions. A student who receives notification of conditions, exclusion or withdrawal has the right to appeal per the Student Complaint Policy and Procedure.

1.5 Graduation Requirements

To be eligible for graduation, students must meet the following requirements:

- Academic Performance: Achieve satisfactory grades in all coursework and assessments. The specific grading requirements are outlined in the Student Handbook and the programme information.
- Research Project/Thesis/Scientific Report: Successfully complete a research project, thesis, or scientific report, as their programme requires. The project/thesis/report must be of a high academic standard and demonstrate the student's ability to conduct independent research.
- Other Requirements: Fulfil any other requirements specified by their program, such as attending live sessions or participating in online discussions, as set out in the student course handbook.

1.6 Assessment and Examinations

Various assessment methods include assignments, projects, and oral presentations.

Formative and summative assessments to ensure learning outcomes are met.

Feedback is provided through written feedback, one-to-one sessions, research logbooks, and progression reports.

1.6.1 Assessment Criteria

Assessment criteria and rubrics are published and available to students for each module.

Plagiarism detection software ensures academic integrity, with a maximum similarity rate of 25%.

Special considerations are available for students with extenuating circumstances.

1.7 Institute Responsibilities

- The Institute will monitor the academic progress of all students and identify, communicate with and support individual students who are at risk of not achieving or have not achieved satisfactory academic performance requirements.
- The Institute will monitor students' academic progress and identify, communicate with and support students at risk of not completing their course within the maximum time to complete.
- Per the Maximum Time to Complete requirements, students who cannot complete their course within the maximum time, as stated in the student course handbook, will be notified and withdrawn from their course.

1.8 Faculty and Staff

1.8.1 Faculty Responsibilities

- Monitor student progress and provide timely feedback.
    - Open communication with students about academic expectations and progress.
    - Use various communication channels, including online platforms, email, meetings and written feedback.
- Create engaging and effective learning experiences.

1.8.2. Staff Support

- Provide administrative and technical support to students and faculty.
- Ensure the smooth operation of academic programs and services.

1.8.3 Student Support and Resources

- Academic advisors provide guidance and support to students.
- Assistance with academic planning, course selection, and progress monitoring.

1.9 Monitoring and Review

Policy Review

- Annual review of this policy to ensure effectiveness and relevance.
- Feedback from students, faculty, and staff is considered for revisions.

1.10 Program Evaluation

- Regular evaluation of academic programs to ensure quality and effectiveness.
- Use student feedback, faculty feedback, and learning analytics for continuous improvement.