



Higher Education Progression Procedure

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PROSA22 Higher Education Progression Procedure

The Procedure for Higher Education Progression consists of four (4) components:

1. [Academic Progress Review](#)
2. [Exclusion from Study for Unsatisfactory Academic Performance](#)
3. [Students Enrolled in Courses Taught Over One Year](#)
4. [Appeals against Exclusion or Conditional Enrolment for Unsatisfactory Academic Performance](#)

1. Academic Progress Review

The Course Leader

In July the Course Leader will:

- Identify any student whose academic performance is unsatisfactory and/or reaching the maximum time allowed to complete a course.
- Conduct a progress review by contacting the student in writing and then meeting to discuss the reasons for non-performance, offering course and/or study advice for the next semester, and recommending actions such as reducing the study load or seeking student support. The student will be informed that they are “at risk” and will be advised of the penalties that could be applied in terms of continuing in the course.
- Make a record of the meeting and any actions recommended which will be signed by the Course Leader and the student. The record will be put on the student’s file.

In December the Course Leader will:

- Identify students who still show unsatisfactory progress or who have

reached the maximum time allowed to complete a course.

- Notify the students in writing of the intended progress review and set a timeline for the student to respond with any additional information for consideration.
- Undertake a progress review with relevant staff to consider the student's progress and decide on appropriate action such as conditional enrolment or exclusion from the course. The progress review may take into account any extenuating circumstances.
- Document the outcome of the progress review and notify the student of the result and also of their right to appeal.
- Send a report to the Higher Education Board of Studies.

2. Exclusion from Study for Unsatisfactory Academic Performance

[Back to Top](#)

A student

A student who is excluded from study:

- May apply for re-admission to their original course of study or for admission to a different course of study after the period of exclusion has expired.
- Must apply for re-admission as previous enrolment in a course of study at the Institute does not guarantee acceptance of an application for re-admission. A student re-admitted under this clause will be subject to the rules for the course that were current at the time of re-admission.
- May seek admission to a different course of study at the Institute during the period of exclusion.
- Shall not be granted academic credit for units completed at another institute during the period of exclusion.
- Who has an approved leave of absence and who had unsatisfactory progress in their previous 12 months will be placed on conditional enrolment, or excluded, at the conclusion of their leave of absence.

3. **Students Enrolled in Courses Taught Over One Year (on-campus or off-shore).**

[Back to Top](#)

The Course Leader

The Course Leader will:

- Assess students enrolled in a one-year higher education course every six months.
- Identify students whose academic performance is unsatisfactory, and recommend an appropriate course of action.
- Determine the appropriate course of action, which might be a period of conditional enrolment with defined conditions or a limited period of exclusion.
- Inform the student who is placed on conditional enrolment or excluded for unsatisfactory academic performance of the outcome and of their right to appeal.

4. **Appeals against Exclusion or Conditional Enrolment for Unsatisfactory Academic Performance**

[Back to Top](#)

Appealing against unsuccessful assessment

A Student

A student with reason to believe that the outcome of the progress review has grounds for appeal may write to the Chairperson of the Accreditation and Recognition Subcommittee, within ten (10) working days of being notified of the outcome, detailing:

- student name and address
- name of course
- grounds for appeal.

Hearing appeals against assessment

Accreditation and Recognition Subcommittee

The Accreditation and Recognition Subcommittee:

- Decides if the appeal should be heard.
- If an appeal is to be heard will convene an Appeals Panel, which consists of:
- a representative of the committee (if applicable)
- the Executive Director Learning and Academic Affairs
- the Manager of the Teaching Centre.

Appeals Panel

The Appeals Panel:

- Meets and determines whether there are grounds for re-assessment

- Interviews the applicant and the Course Leader, if necessary
- Grants or denies the appeal
- Refers the application to the Course Leader for reconsideration, if there are sufficient grounds for the appeal
- Documents the appeal submissions and outcomes and sends a report to the Higher Education Board of Studies.

Chairperson of the Accreditation and Recognition Subcommittee

The Chairperson of the Accreditation and Recognition Subcommittee:

- Writes to the applicant and informs them if there are not sufficient grounds for reconsideration
- Sets up an Appeals Panel within five working days of deciding an appeal is to be heard
- Writes to the applicant if there are sufficient grounds for reconsideration, giving at least seven (7) days notice of the date, time and venue for the appeal hearing and informing them of their right to have an observer present
- Writes to the applicant within five (5) working days advising them of the decision of the Appeals Committee.

Forms

NIL