

## UNSATISFACTORY ACADEMIC PROGRESS PROCEDURE

|                      |                    |                                |   |
|----------------------|--------------------|--------------------------------|---|
| <b>Section</b>       | Problem Resolution |                                |   |
| <b>Approval Date</b> | 08.05.2019         | <b>Approved by</b>             | Academic Board  |
| <b>Next Review</b>   | 02.05.2021         | <b>Responsibility</b>          | Executive Director - Learning Innovation and Delivery |
| <b>Last Reviewed</b> | 02.05.2019         | <b>Key Evaluation Question</b> | 5   |

### PURPOSE

- This procedure is applicable in cases of repeated and continuing non-achievement of academic standards or where a student is considered **at risk of being unable to complete their course of study** within the maximum period of enrolment.
- To treat students fairly should it be necessary to exclude a student from a specific course or programme of study, as a result of failure to meet academic standards.

### SCOPE

Unsatisfactory academic progress can relate to:

- Poor performance in assessment(s)
- Inadequate class participation / engagement
- Non engagement in practical work
- Not meeting required competencies in practice placement
- Poor attendance
- Academic failure
- Not meeting criteria identified in the Programme Regulations such as co- and prerequisites
- Failure to meet criteria for professional behaviour, where this is a programme specific requirement (refer to Programme Regulations)

Academic performance issues can be identified by the student themselves or a member of curriculum staff.

Industry standards of character or professional behaviour as specified in external regulations (e.g. Civil Aviation Authority, Maritime NZ and Nursing Council New Zealand) take precedence over this procedure.

### NOT IN SCOPE

In cases of student misconduct, refer to: [Student Charter](#), [Student Misconduct Procedure](#)

For students failing to progress as a result of academic misconduct (eg. plagiarism, cheating) refer to [Academic Integrity and Academic Misconduct Policy](#) and [Academic Misconduct Procedure](#)

## DEFINITIONS

|  |   |
|--|---|
| <b>Academic Progress Meeting</b>                       | A deliberate conversation between a student and their tutor/Learning advisor/Course Lead/Programme Coordinator/Curriculum Manager to raise concerns about the student's academic progress   |
| <b>Academic Support</b>                                | The provision of guidance, support and advice to assist students meet the academic standards for their programme of study.  |
| <b>Academic standards</b>                              | Requirements for a student to successfully complete a course and to progress through a programme of study. Academic standards are documented in <i>Programme Regulations</i> usually as assessment criteria, or compulsory academic requirements,   |
| <b>Exclusion</b>                                       | The determination that a student is ineligible to continue their programme of study.  |
| <b>Programme Coordinator /Student Learning Adviser</b> | Person acting as a conduit between students and academic staff. Responsible for writing individual learning plans, assisting students with study selections, and overall student progression.   |
| <b>Unsatisfactory Academic Progress</b>                | Where minimum academic requirements for completion of the course or qualification have not been met or are at risk of not being met.  |
| <b>Written warning</b>                                 | A formal written warning to a student, which is recorded in the student's file. A written warning will describe the academic inadequacy, and remedial action required and will remain on the student's file on NMIT's Student Management System until the end of the academic year for that student's programme of study. |

## RESPONSIBILITY

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Academic Committee</b></li> </ul>   | Considers any recommendation from the <b>Curriculum Manager</b> to exclude a student from a course or programme; and approve (or not) the recommendation. |
| <ul style="list-style-type: none"> <li>• <b>Academic Staff Member (ASM) or Student Learning Adviser or Programme Coordinator</b></li> </ul> | Identifies a student at risk of being unable to reach the required academic requirements for their course or qualification.                               |
| <ul style="list-style-type: none"> <li>• <b>Curriculum Manager, or delegate</b></li> </ul>  | Initiates and follows the Unsatisfactory Academic Progress Procedure  |

## PRINCIPLES

Evidence of prior support needs to be available before this Procedure is followed.

Academic Staff Members (ASMs) should have provided academic support and/or may have referred students to appropriate staff and /or support services, as listed below:

- Learning Facilitators, Advisors and Librarians
- Student Counselling Service (OCP)
- Kaiāwhina Māori
- Student Advisor - Pasifika
- Student Advisors - International
- Equity Coordinator
- SANITI
- Student Advisor - Youth

The student will be made aware of the consequences of unsatisfactory academic progress.

The principles of natural justice are incorporated, whereby the student will be given all relevant information regarding the issue and sufficient notice for any meeting dates, an opportunity to prepare and present evidence, and to respond to the arguments provided. Time will also be given for the student to demonstrate improvement, and to implement the agreed actions if the Programme Regulations permit.

If the student does not engage in the process documented in the Unsatisfactory Academic Progress Procedure (e.g. has not been contactable, has not responded to requests to attend meetings, has not evidenced behaviour that convinces NMIT academic staff that there is genuine commitment to improve), NMIT reserves the right to recommend exclusion, notwithstanding the process requirements.

|   | Unsatisfactory Academic Progress Procedure   | Responsibility   |
|---|--|--|
| 1 | Unsatisfactory academic progress identified.   | Tutor/Learning Advisor/<br>Programme Coordinator   |
| 2 | An Academic Progress meeting is convened between the student and Curriculum Manager. Requirements are clearly defined. The student is provided with: <ul style="list-style-type: none"> <li>a copy of this procedure.</li> <li>written confirmation of the Academic Progress Meeting including agreed actions. (Use <a href="#">Record of Academic Progress Meeting [Template]</a>, available from QMS on Intranet)</li> </ul> Upload copy to student file on Student Management System*   | Tutor/Learning Advisor/<br>Programme Coordinator<br><br>in consultation with<br>Curriculum Manager |
| 3 | If, following support, requirements are not met, <b>a first written warning</b> including agreed actions is sent to the student.<br><br>[Use <a href="#">First Written Warning [Template]</a> – available from QMS on Intranet]<br><br>Upload copy to student file on Student Management System*<br>If requirements are met, application of this Procedure is no longer necessary.   | Curriculum Manager or<br>delegate  |
| 4 | If there is no improvement after the time period specified* in the <b>first written warning</b> , then a <b>second written warning will be issued</b> .<br><br>(Use <a href="#">Second Written Warning [Template]</a> – available from QMS on Intranet)<br><br>Requirements are clearly specified.<br><br>Upload copy to student file on Student Management System* *ten working days is suggested, and five working days for programmes less than 12 weeks in duration, however the period will depend on the context and actions required. | Curriculum Manager   |
| 5 | If the requirements are still not met within the timeframe the case for exclusion is referred to the Academic Committee.<br><br><i>NB: The Student should continue to attend all classes until the Academic Committee makes a decision.</i>  | Curriculum Manager   |

\*only a staff member with administrative permissions can do this.

|    | <b>Exclusion Procedure</b>  | <b>Responsibility</b>                    |
|----|---|--|
| 6  | <p>The Academic Committee reviews and makes a decision on the case for exclusion.</p> <p>Note: The Curriculum Manager will be invited to present the case at the meeting.</p> <p>The Chair of the Academic Committee will ensure that directly involved parties (e.g. Tutor/Programme Coordinators/Curriculum Manager) are excluded from the final decision.</p> <p>Student will be advised of the decision in writing</p> <p>If there is no appeal, Information and Enrolments must be advised in writing.</p> | Chair of Academic Committee              |
|    | <b>Appeals Procedure</b>  | <b>Responsibility</b>                    |
| 7  | <p>The student may appeal the Academic Committee's decision in writing within 10 working days of receipt of the decision, aligned with the NMIT Student Academic Appeals Policy, The written appeal needs to be addressed to the Academic Board Chair.</p> <p>The student can request support. e.g: from Learner Services or SANITI etc.</p>  | Student                                  |
| 8  | <p>If the appeal is unsuccessful, the Information and Enrolments Centre Manager must be advised in writing</p>  | Chair of Academic Committee              |
| 9  | <p>If the excluded student is an international student the Information and Enrolment Centre Manager will advise Immigration New Zealand that the student is no longer enrolled at NMIT.</p>   | Information and Enrolment Centre Manager |
| 10 | <p>If the appeal is unsuccessful, the student's exclusion will be recorded on NMIT's Student Management System, stating the exclusion period.</p>   | Information and Enrolment Centre Manager |

## REFERENCES

### INTERNAL

[Formal Complaints Resolution Procedure](#)

[NMIT Academic Statute](#)

[Student Academic Appeals](#)

[Student Charter](#)

[Student Misconduct Procedure](#)

Programme Regulations

[Record of Academic Progress Meeting \[Template\]](#) (Available for NMIT staff only)

[First Written Warning \[Template\]](#) (Available for NMIT staff only)

[Second Written Warning \[Template\]](#) (Available for NMIT staff only)

### EXTERNAL

OCP (<http://www.ocp.co.nz>)

Principles of Natural Justice