

ACADEMIC PROGRESSION PROCEDURES

Purpose:

These Procedures detail the specific arrangements for managing Academic Progress at Massey University Te

This document is intended to be read in conjunction with the University Academic Progress Regulations
Academic Progress Policy.

Procedure Overview:

Committees and Subcommittees

Academic Progress Comm(ARC) Membership
Chair (a senior academic nominated by the Provost)

- o Office of Academic Quality, Reporting and Assurance nominee
- o Committee Secretary provided by the relevant College (or equivalent)

3.2 Evaluating Student Academic Progress

1. A process entitled Evaluating Student Academic Progress (ESAP) will be conducted at regular intervals throughout the academic year using published results from those courses completed in the preceding enrolment period.
2. The Academic Progress Committee will be the guardians of the ESAP and related processes.
 - a) Academic Progress Committee secretariat managing data derived from SMS (the primary source

be impacted by performance in later periods of study. However, Excelling Status may occur in instances of later proven academic integrity breaches related to those course res

- f) previously been flagged via Status of Concern their current qualification or in a concomitant situation, the hearing will also determine if student is on their third instance of receiving such a status and whether any restrictions applied. See Section 5.2 of the Academic Progress Policy (Restrictions able to be applied by
- g) ExcellingMassey will add a note on the edgement from the Vice

permission), and/or refer students to appropriate opportunities.

7. The Academic Progress Committee will work with Student Registry to record appropriate SMS and CRM notes, change student statuses, and send formal notification/ correspondence to students.
8. The Student Experience team will work in support of the Academic Progress Committee to:
 - a) Initiate and coordinate personal contact follow up with students.
 - b) Initiate and coordinate Case Management systems.
 - c) Work with Qualification and/ or College leads to inform and consult on the situation and a for support as relevant.
 - d) Initiate and coordinate formal Provisional Support Offers (PSOs) as relevant.
 - e) Initiate and coordinate processes to instate any of the benefits or opportunities that ensure Excelling Status
 - f) Plan a timed supported return to study plan where a student has had an exclusion and/or enrollment restriction applied.
9. Where a student provides information in the submission process where design and/or teaching issues are identified to be contributing factors to their progress or lack thereof, the matter will with the College Director Teaching and Learning, or equivalent, or Chief Examiner for advice.
10. On each occasion when performance, that student will have the right to appeal (on limited grounds). Appeals by the Provost or Nominee. The grounds for appeal are limited in scope and timing and students make their submission through a portal or other system as set out in Section 6.0 of the Academic Progress Policy (Appeals).
11. If the Provost or Nominee determines that an appeal should be upheld, remediation will be applied. Section 6.1 of the Academic Progress Policy (Appeal Remediation).

3.3 Evaluating Performance on Professional and Accredited Qualifications

1. In parallel to a general ESAP process, a small number of programmes also have specific performance competence requirements outlined in their Programme Regulations that must be evaluated. APC consider the progress of students on these specific programmes throughout the year using a Performance on Professional and Accredited Qualification (P-PAQ) process.
2. The Academic Progress Committee will be the guardian of the P-PAQ processes, but they will delegate detailed consideration of performance on these qualifications to appropriately constituted P-PAQ subcommittees. See Section 5.4 of the Academic Progress Policy.
3. P-PAQ processes will mirror the Academic Progress Committee processes with regard to invitation written submissions from students, hearing data and submissions, and deliberations following the principles of natural justice.
 - a) P-PAQ processes may result in a recommendation to the Academic Progress Committee that Satisfactory or Status of Concern Where performance is flagged Status

of Concern, Provision of Support Offer (PSO) and/or an exclusion and/or enrolment restriction might be recommended by the PPAQ subcommittee.

- b) The Academic Progress Committee will consider the recommendation/s and whether the P-PAQ recommendation/s should be implemented.
4. P-PAQ considerations and recommendations will rely upon the additional requirements specified in relevant Programme Regulations. These require strict compliance, and therefore may result in recommendations for restrictions and exclusion that do not require two prior Status of Concern records.
5. The Academic Progress Committee will work with Student Registry to record appropriate SMS and record notes and to send appropriate correspondence to students.
6. The Academic Progress Committee will refer relevant cases to Student Experience to initiate and Case Management support, PSOs, and referrals.
7. The determination made by the Academic Progress Committee in P-PAQ recommendations will be open to appeal in the same manner as the general ESAP procedures.

3.4 Timing of Processes

Some ESAP and PPAQ evaluation processes at the end of a period of enrolment might potentially result in restrictions to, and/or exclusion from, enrolment in the immediately subsequent period of enrolment. The main ESAP and PPAQ results will be calculated once per enrolment period, usually after the last grade publication. Where a student is in a cohort which does not follow stan

Centre for Learner Success
College and MUC Course Coordinators
College and MUC Programme Directors
Counselling services
Disability Support Services

	<p>C- = 1; C = 2; C+ = 3 B- = 4; B = 5; B+ = 6 A- = 7; A = 8; A+ = 9 P (Pass), AEG (Aegrotat pass), NF (Not Finalised), CT (Continued enrolment) and WD (Withdrawn) are deemed neutral and will normally be considered in the GPA calculations (numerator and denominator) unless this is of benefit to the student.</p>
Longterm Exclusion	<p>Where a student has already experienced previous short term exclusion arising from ESAP and/or Academic Standing, a long term exclusion may be applied i.e. the student would not be permitted to enrol at the university for a minimum of three years and must apply for readmission. In some instances the university will support the student when they return to study.</p>
Minimum Thresholds	<p>The performance level which APC will use in the ESAP process. A student's performance level in an enrolment period has risen above or below threshold expectations. See Section 5.1 of the Academic Progress Policy.</p>
Performance on Professional and Accredited Qualifications (PAQ)	<p>For the small number of programmes with specific performance and competence requirements listed in the Programme Regulations, student progress will be evaluated to determine compliance with specific performance and competence requirements. If progress is not in line with specific performance and competence requirements, a potential status of Concern will be considered by the relevant PAQ subcommittee in a Hearing. If the P-PAQ subcommittee agrees a Status of Concern should be recorded they will recommend this to Academic Progress Committee, who will make recommendations for referrals and/or restrictions or qualifications exclusions.</p>
Permanent Program or Qualification Exclusion	<p>Where PAQ processes result in an evaluation such that the student will not be able to be endorsed as suitable for registration for professional accreditation, the APC may permanently exclude the student from that qualification. In such instances the student will be assisted to transfer to an alternative qualification (and will be supported in their learning) or, if they prefer, they will be excluded from study.</p>

Provision of Support Offers (PSO) A formal referral process arising from the Academic Progress Committee ESAP and PAQ processes, where students are at Status of Concern

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