

PL_AC_002 Academic Progression Policy

Category		Academic		
Document Owner		Dean		
Responsible Officer		Associate Dean		
Review Date		October 2022		
Related Documents		Assessment Policy		
Version	Endorsed by	Authorised by	Approved	Effective date
4.0	Academic Policy and Appeals Committee Executive Group	Academic Board	17 October 2019	10 February 2020

1. Context

The Media Design School Ltd (MDS) is committed to providing a supportive and student-centred learning environment which:

- maximises the potential of its students
- supports students to succeed in their studies.

While students have the primary responsibility for their academic performance, MDS emphasises the pivotal role of academic and support staff in enabling student success. MDS recognises that early identification and support of students at risk of academic non-progression gives them the best chance of success. This policy outlines how academic performance is monitored to ensure that students who are at risk of not achieving satisfactory progress receive appropriate learning support and assistance. If a student's progress remains unsatisfactory, MDS may impose conditions on the student's continued enrolment or the student may be excluded from continuing their studies.

2. Definitions

Domestic student: a student who is a New Zealand citizen, an Australian citizen, or a holder of a New Zealand permanent resident visa.

Examination and Academic Progression Committee: the committee designated to review students' results and progression according to the MDS Academic Board Charter.

International student: a student who is not a domestic student, and who may hold a student visa and is protected under the [Education \(Pastoral Care of International Students\) Code of Practice 2016](#).

Intervention strategy: a plan of action adopted in an attempt to address and reduce the causes of academic failure of a student identified as academically at risk.

Programme: the series of subjects in which a student enrolls and which, when completed, will lead to the conferral of a designated academic award.

Progression: the progress made by a student towards the completion of their programme.

3. Scope

This policy applies to all MDS students.

4. Principles

- Students are primarily responsible for their own academic performance.
- MDS will ensure that students have the necessary tools to evaluate their progress, including timely and informed feedback on all assessment tasks.
- Students identified as at risk of not achieving satisfactory academic progress will be advised of their status in a timely manner.
- Appropriate learning and other support will be provided to students identified as at risk of not achieving satisfactory academic progress.

5. Academic progression

Students are identified as being 'at risk' for not making satisfactory progress through unsatisfactory academic performance and/or for not meeting progression requirements as outlined in the programme documentation. Students must meet all programme requirements, including class attendance. Refer to section 6 for the attendance requirements.

A student's programme may be extended when it is clear that a student will not complete their programme within the expected time as a result of exceptional circumstances.

Students are advised of their academic progress and are supported where necessary.

6. Attendance

MDS students must attend all scheduled classes (e.g. tutorials, lectures, presentations, site visits, laboratory sessions and other classes as required by their programme).

MDS systematically monitors a student's attendance for each academic year and will notify and counsel students who are at-risk of failing to meet the attendance requirements. MDS adheres to all legislative requirements regarding the recording and reporting of attendance.

6.1 Attendance requirements

MDS students must meet the following attendance requirements:

- Students studying Degree programmes must meet the minimum overall attendance requirements of 97% to pass and no less than 85% for a discretionary pass.
- Students studying Certificate and Diploma programmes must meet the minimum overall attendance requirements to be eligible to graduate. Students with an attendance of less than 85% may be granted a Discretionary Pass on application. The minimum attendance requirements are as follows:
 - Domestic students – 85%

- International students – 100%

6.2 Unsatisfactory attendance and progression

If a student does not meet satisfactory attendance and satisfactory programme progress under this policy, the Dean or delegate may cancel the student's enrolment. In assessing the outcome of a student's enrolment status, the Dean will take into consideration documented evidence demonstrating that compassionate or compelling circumstances apply.

6.3 International students

In addition to making satisfactory academic progress, international students must attend their programmes at all times unless there are genuine reasons for their absence. MDS is obliged to report students who fail to meet academic and attendance requirements as this is considered a breach of their student visa conditions.

7. References

Education (Pastoral Care of International Students) Code of Practice 2016. Retrieved from <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

New Zealand Qualifications Authority. (2016). *Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2016 – Tertiary*. Retrieved from <https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/tertiary-guidelines-code-of-practice.pdf>

Private Training Establishment Registration Rules. (2018). Retrieved from <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/pte-related-rules/pte-registration-rules/authority/>

PTE Enrolment and Academic Records Rules. (2012). Retrieved from <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/pte-related-rules/pte-enrolment-and-academic-records/>