

# Academic Progress Regulations

## 1. Version

These Regulations came into force on 22 February 2017.

## 2. Authority

The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds the authority for these Regulations.

## 3. All Student Records to be Reviewed for Academic Progress

The records of all students who have failed to make satisfactory academic progress will be reviewed by the Colleges at the end of semester or at the end of each year as appropriate, or at such other times as determined by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic.

## 4. Criteria for Unsatisfactory Progress

- (a) The records of all first-year undergraduate students who have an overall GPA of less than 1.0 or who have not passed half or more of the points in which they were enrolled will be reviewed by the relevant Amo | Dean at the end of each semester, or at the end of their first year of study, as appropriate.
- (b) The records of all other undergraduate students will be reviewed if:
  - i. in the year under review and in the preceding year in which they were enrolled they have not passed half or more of the points in which they were enrolled; or
  - ii. they have an overall GPA of less than 1.0 for their degree level study; or
  - iii. they have failed to demonstrate competence in professional requirements.
- (c) The records of any undergraduate students will be reviewed if:
  - i. they have withdrawn from more than half of the courses in which they were enrolled in the preceding two years of study; or
  - ii. they have otherwise failed to demonstrate any likelihood of success.
- (d) The records of all students enrolled in a Certificate of Proficiency (COP) will be reviewed at the end of each semester or teaching period.
- (e) The records of all students enrolled in Transition Programmes (CUP) may be reviewed at the end of each semester or teaching period.
- (f) The records of graduate and postgraduate students may be reviewed if there is poor academic progress in the qualification for which they are enrolled.

## 5. Decisions on Academic Progress

- (a) After reviewing the record of a student, identified in Regulation 4 above, one or more of the following decisions will be made:
  - i. that no action be taken;
  - ii. that the student be sent a letter giving advice to assist them in improving their academic performance, which might include referral to the Te Pokapū Pūkenga Ako | Academic Skills Centre;
  - iii. that the student be sent a letter warning that if their academic performance does not improve in the next period of their study that further action, including exclusion from the qualification or the University, may be taken;
  - iv. that the student be permitted to re-enrol subject to specified conditions, or restricted to a certain number of points, as determined by the relevant Amo | Dean;
  - v. that the student be declined enrolment for the future, or for such future period as may be specified, in a particular course or courses, subject, qualification or qualifications.
- (b) A student may not be declined enrolment in a qualification or the University if they have not already received a warning or conditional enrolment letter, except where they have failed to meet the requirements of the regulations of the qualification.
- (c) A conditional enrolment letter may include requirements that can lead directly to exclusion from enrolment in a course, or courses, subject, qualification or qualifications.

- (d) A student who has been excluded from a qualification may enrol in a second qualification only with the approval of the dean responsible for that second qualification.
- (e) A student who is considered for exclusion from a second qualification will be considered for exclusion from the University.

### 6. Delegation of Decisions

- (a) Decisions, under Regulation 5, with respect to conditional enrolments or exclusion from undergraduate and graduate qualifications, or conditional enrolments or exclusion from the University, are made by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic, on the recommendation of the relevant Amo | Dean.
- (b) Decisions, under Regulation 5, with respect to postgraduate qualifications, are made by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic, on the recommendation of the relevant Amo | Dean.
- (c) All other decisions under Regulation 5 are delegated to the relevant Amo | Dean and will be reported to the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic.

### 7. Power to Exclude a Student

- (a) For a student already enrolled in a qualification in which they are later excluded, the decision related to their progression will override their enrolment and their enrolment will be cancelled by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic.
- (b) The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic will report to the Council the number of students who have been declined enrolment in the University.

### 8. Right of Re-admission after Exclusion

- (a) A student who has been excluded from a course, subject or qualification may apply to the relevant Amo | Dean for re-enrolment or re-admission after not less than 12 months after the exclusion date, or the number of days specified in the exclusion case.
- (b) A student who has been excluded from the University may apply to the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic for re-enrolment or re-admission after not less than 12 months, or the number of days specified in the exclusion case.
- (c) A student must provide evidence of their likelihood of success in future university studies.

### 9. Right of Appeal

- (a) Any student against whom a decision is made by the Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic under Regulation 5(a)(iv) or 5(a)(v) may seek a review of that decision:
  - i. first by the relevant Amo | Dean; and
  - ii. then by the Academic Progress Appeal Committee.

Such a review will consider any extenuating circumstances, such as ill-health, which might have contributed to the student's lack of success.

- (b) A student who is not satisfied with the outcome of the review by the Academic Progress Appeal Committee may appeal to the Council Appeals Committee. The appeal must be lodged in writing with the Kairuruku Nawe | UC Grievance Coordinator within ten working days of the decision or such longer period as the Council Appeals Committee may determine. The decision of the Council Appeals Committee is final.