**Re-registration and Progression Policy**

**Termly Re-registration**

To continue studying at the College, all students are required to re-register every term, for which both of the following criteria must be met:

* An attendance record of at least 50% (the normal minimum attendance is expected to be above 80%) must have been achieved over the previous term, failing which a valid reason must have been submitted explaining why attendance was below this threshold.
* All relevant assignments must have been submitted, failing which a valid reason must have been submitted explaining why this threshold has not been reached.
* The College must be satisfied that the student is able and intends to study in the next term.

Any student who does not meet the above criteria may not be permitted to re-register for the following term, in which case the College reserves the right to withdraw the student from the programme with no opportunity to re-enrol on any programme.

**Progression**

The purpose of progression monitoring is to ensure that the College has fair, transparent and effective processes to monitor students’ academic progression and to identify students with poor academic performance who may require additional support.

The progression policy is only applicable to HNDs and Foundation Year and Degree programmes as they are of more than one year duration. No progression is policy is applicable for the BA (Hons.) top up programmes.

**Progression Regulations for HNDs**

The HND programmes are delivered over two year period and each academic year has 3 academic terms. Students studying this course of study will be monitored in three stages over the duration of the programme to review their academic performance.

In the HND programmes, students are required to pass not less than 6 units (90 credits) in the first year in order to progress to the second year.

Where a student has completed 120 credits, they will receive a Progression Decision of ‘PP’ – Pass and Progress and will be permitted to enrol at the next level. Where a student has passed at least 90 credits and can complete the full requirements of the level through registering and completing /passing one further module, they will receive a Progression Decision ‘PC1’ – Conditional Progression, One Module Outstanding. They will then be permitted to re-enrol at the higher level, provided an agreed programme of modules is recorded allowing them to redeem the outstanding module at the lower level.

**Stage: 1 (Pre-Progression Board) – HNDs**

A Pre-Progression Board meeting must be held in the final term of the first year and after the Academic Assessment Panel meeting date of the previous term. The aim of this meeting is to assess a student’s academic performance for the purpose of early intervention and to assess a student’s eligibility for the registration into the second year.

At this stage, a student enrolled on a HND programme will be expected to have successfully completed a minimum of 3 units of the first two terms to meet the eligibility criteria for a conditional offer of a place for the second year. Any student who has completed less than 3 units must be warned of poor academic performance and must not be issued to a conditional or unconditional offer of a place for the second year unless a minimum of 3 units has been passed by the end of term 3 of year one. The student could be asked to sign up to Individual Learning Plan (ILP), if deemed necessary.

The following table could be used as a reference for proposed action.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected number of HND units to be completed** | **Actual number of HND units completed by student** | **Progression Status** | **Action Required** |
| 6 | 6 | Unconditional offer | Issue Unconditional Offer Letter for 2nd year. |
| 6 | 5 | Conditional offer | Issue Conditional Offer Letter for 2nd year |
| 6 | 4 | Conditional offer | Issue Conditional Offer Letter for 2nd year |
| 6 | 3 | Conditional offer | Issue Conditional Offer Letter for 2nd year |
| 6 | 0-2 | Not Met | Termination Letter |

**Stage 2: Progression Board – HNDs**

A Progression Board meeting must be held prior to the commencement of teaching for the academic year two. The aim of the Progression Board is to review the students’ academic performance in order to make progression decisions from year one to year two.

**Regulations for HND Programmes**

At this stage, a HND student will be expected to have successfully completed a minimum of 6 units out of 8 to meet the eligibility criteria to be enrolled into term 4 (first term of the second year). Any student who has completed less than 6 units may be allowed to meet the condition within 6 weeks of the commencement of the second year unless there are valid extenuating circumstances.

A student with less than 6 units will not be allowed to continue their study in the second year and will be withdrawn from the programme. For not meeting the condition of progression to the second year, they will not be deemed to have registered for the second year, thus their attendance and registration for the second year will not be confirmed to the SLC.

Following table could be used as a reference for proposed action

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected number of units to be completed** | **Actual number of units completed by student** | **Progression Status** | **Action Required** |
| 8 | 6-8 | Met | None |
| 8 | 4-5 | Conditional | Registration with SLC not confirmed until deadline met. Agreed ILP to be put in place. |
| 8 | 0-3 | Not Met | Termination Letter |

**Stage: 1 (Pre-Progression Board)- Foundation Year to Year 2 of Four-Year Degree Programme**

A Pre-Progression Board meeting must be held at the end of the final semester of the first academic year, after the Academic Assessment Panel has been held. The aim of this meeting is to assess a student’s academic performance for the purpose of early intervention and to assess the student’s eligibility for registration into the second year.

**Stage: 3 (Post Progression Board) - HND**A follow-up meeting of the Progression Board may be held prior to the commencement of teaching of the second term of the second year. The aim of the follow-up Progression Board meeting is to review the students’ academic performance in order to identify any need for additional student support to ensure timely completion of the programme.

At this stage, a student will be expected to have successfully completed all units of the first year. Any student who has not completed all first-year units may not be allowed to proceed to the second term of the second year. The student may be withdrawn from the programme.

**Progression Board for Year 2 to Year 3 and Year 4 of Bachelor’s Programme**

Academic Assessment Panels will be held and individual student progress reviewed. For students to progress from Year 2 to Year 3 and Year 4, they will be subject to consideration by the partner university Examination or Assessment Board to confirm that minimum criteria for progression have been met, normally the achievement of 120 credits for each year.