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## Identification and Support for Students at Risk - Policy and Procedures

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<b>Policy/Document Approval Body:</b>	Academic Board
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<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation Manager
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<b>Review Period:</b>	Three years
<b>Revision No:</b>	2
<b>Date of Revision:</b>	13 <sup>th</sup> October 2010
<b>Purpose:</b>	The purpose of this policy and procedures is to set out the way the EIT will promote the welfare and well being of its students through reliably and efficiently monitoring their progress in their studies. The procedures represent a system in place to promote the early detection of students who are making poor or unsatisfactory progress and who are therefore at risk of exclusion from their award courses.
<b>Scope:</b>	This policy and procedures are relevant for EIT staff and students.
<b>Essential Supporting Documents:</b>	
<b>Related Documents:</b>	- Assessment Policy - Assessment – A Code of Practice - Information Literacy and Resource Access Policy

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The EIT is committed to early identification and support of students 'at risk'. An obvious benefit of early detection of students in this category is that it allows timely intervention, and the provision of advice and assistance to support students in their ongoing studies.

The EIT promotes the progression of students 'At Risk' by:

- regularly and effectively advising students of Progress Requirements;
- identifying students at risk;
- alerting students that they are at risk;
- providing assistance to address the risk; and
- tracking the progress of students after they are identified as being at risk.



## **1. Principles**

The EIT's approach to identifying and supporting students at risk will be: equitable; consistent; procedurally fair; respectful of privacy; timely; and effective.

Clear and transparent internal processes for handling students at risk, will be consistent with this Policy and Procedure.

The EIT will be proactive in identifying students at risk, and responsible for tracking student progression and keeping appropriate records.

## **2. Progression and triggers for Identifying Students at Risk**

In order to progress through an award course, students are required to achieve the minimum specified for a particular course of study as determined by the EIT and communicated to students prior to the commencement of a course. These indicators of progress include:

- 'attendance'
- participation
- assessment submission
- assessment performance
- deferral of modules/units

## **3. Report**

At the end of each module/unit e-learning coordinators generate an At Risk report containing a list of students who are potentially at risk.

A Progression Profile for each student listed in the At Risk Report is created.

The e-learning coordinator will update the Progression Profile for any subsequent interventions. These will include, for example; details of counselling given to the student, attempts by the student to rectify the situation and student grievances

The report is contained in a secure location and remains confidential

## **4. Student Letter**

### **Stage1**

All students listed in the At Risk Report for the first time receive a letter. This letter advises the student:

- That he/she has been identified as At Risk
- How he/she has been identified as At Risk
- That all correspondence and documents relating to his/her At Risk status will be recorded on his/her Progression Profile



This letter also invites the student to identify and explain the reasons for his/her academic performance.

If the student is unable to divulge the reasons due to the matters being of a confidential nature, the student is provided with a list of counselling facilities in his/her own country.

Note: As the EIT grows, in-house Counsellors will be employed to assist students with issues of wellbeing.

The letter will outline the availability of a Learning Advisor and be given access to a range of Study Skills

Contact of the Learning Advisor and/or usage made of remedial learning opportunities are recorded in the student's Progression File.

## **Stage 2**

A second letter is sent to students listed At Risk if the situation has not been remedied and the progress indicators remain non-compliant. This is a warning letter and a caution

This letter advises a student:

- That he/she has been identified as At Risk for the second time
- How He/she has been identified as At Risk for the second time
- That all correspondence and documents relating to his/her At Risk status will be recorded on his/her Progression Profile
- That immediate remediation is required through communication with his/her e-learning coordinator to discuss and agree upon:
  - ✓ How to remedy the situation
  - ✓ When the situation is to be remedied
- That upon failure to adhere to the agreed upon solutions the student will be suspended from his/her course of study or asked to show good cause why he/she should not be excluded from his/her award course.

## **Stage 3**

The relevant EIT personnel will consider and rule on whether a student has shown good cause.

Where a student has not established good cause, the Dean may exclude the student from his/her course; or permit the student to re-enrol in the relevant award course subject to restrictions on units of study, which may include, but are not restricted to:

- Completion of a unit or units of study within a specified time
- Exclusion from a unit or units of study



- Specification of the earliest date on which a student may re-enrol in a unit or units of study.

Reasons for the decisions made are recorded on the progression profile.

## **5. Appeals**

Students are entitled to appeal to the Academic Board which will meet to make a ruling.