
Academic Progress for Continued Registration Procedure

1. Purpose

This procedure outlines the processes to be used when reviewing a student's academic progress under section 12.2 of the Admission and Enrolment Regulations. The intention is to ensure appropriate support is in place and to manage the student's course registration to assist them to succeed in their study.

2. Application of Procedure

This procedure applies to staff members and coursework students at all levels from pre-degree to postgraduate study.

Procedure content

3. Academic progress during a trimester

During a trimester, student engagement and achievement information, where available, will be used to identify students at risk of not achieving academic success in their current courses.

At-risk students will be contacted by the relevant staff and, together, develop a student success plan that includes appropriate learning support, and other services with the aim of improving their academic achievement.

4. Academic progress at the end of a trimester

Under section 12.2 of the Admission and Enrolment Regulations a student who has passed fewer than half (50 percent) of the points undertaken in their latest trimester of study will have their registration reviewed by the relevant associate dean (or delegate), who may make recommendations to the student, place requirements and/or restrictions on the student's registration or recommend to the Vice-Provost (Academic) that the student be suspended.

Students are expected to engage with the support and advice offered as part of the academic progress review and are encouraged to seek support and/or advice from the relevant student services.

4.1. Academic progress reports

- (a) Academic progress report(s) will be run as soon as practicable after the grade entry deadline at the end of each trimester.
- (b) The Restriction Review Report is a list of all students who have passed fewer than half (50 percent) of the points they undertook in their latest trimester of study. The report will identify students who have submitted applications for aegrotats, fees reconsideration, and/or associate dean's withdrawal, and include the date on which any changes were made to course grades or applications for aegrotats, fee reconsideration or withdrawals were submitted.

- (c) Further reports may need to be run to identify students where these and other academic processes result in late grades or grade changes being entered.
- (d) A case in the Customer Relationship Management system (CRM) will be automatically created for each student listed on the Restriction Review Report and assigned to the relevant owner(s). Other student services and specialist advisers (such as Wellington International, Disability Services, Āwhina and Pasifika Student Success) will be notified as appropriate.
- (e) The Improving Academic Performance Report is a list of all students who were restricted in the trimester for which the report is being run but who passed at least half (50 percent) of the points they undertook in that trimester. The report will include the number of previous trimesters that each student was restricted and list all previous restrictions, requirements, and recommendations for each student.

4.2. First restriction

- (a) Except for those students who have submitted applications for aegrotats, fees reconsideration, and/or associate dean's withdrawal, students who are identified on the Restriction Review Report for the first time will automatically be notified (using a templated email via the CRM/student portal/email) of the standard restriction of 45 points in their next trimester of study.
- (b) These students should then follow the instructions and information given in the notification and contact the relevant staff member to discuss their individual circumstances.
- (c) The processes outlined in sections 4.3-4.5 and 5-7 will pertain to these students as appropriate.

4.3. Review by associate dean or delegate

- (a) The relevant associate dean or delegate will review each student on the Restriction Review Report.

Note: Students notified automatically under section 4.2 may be asked to contact the relevant staff members within Tītoko with the delegated authority to review the students' circumstances.

- (b) The review will include consideration of the following:
 - (i) any provisions relating to academic progress in the relevant qualification regulations;
 - (ii) whether the student's performance was affected by serious medical or personal circumstances, and if so, whether those circumstances have now improved;
 - (iii) the student's overall performance in their study to date;
 - (iv) whether a substantial period (at least two years) has elapsed since the student's last registration; and
 - (v) the history of the student's engagement with any previous academic progress recommendations or requirements.
- (c) Where the student has been restricted for their last two (or more) trimesters of study, the associate dean may recommend to the Vice-Provost (Academic) that the student be suspended (see section 7).
- (d) Otherwise, the associate dean may:

- (i) make a recommendation to the student;
 - (ii) place requirements on the student;
 - (iii) restrict the number of points the student may register for in their next trimester of study; and/or
 - (iv) place other constraints on the student's enrolment; or
 - (v) decide not to impose any constraints or requirements.
- (e) The recommendations, requirements and restrictions in the decision must be consistent with the provisions in section 6.
- (f) If a student is enrolled in a programme of study across faculties, then the relevant associate deans or delegates should confer before any decision is made.
- (g) If a student is enrolled in a postgraduate coursework programme, then the associate dean or delegate should consult the relevant programme director before any decision is made.
- (h) Details of the review (including the decision) must be recorded in the CRM.
- Note: Detailed information about the process for recording this in the CRM is being developed*
- (i) The associate dean or delegate may require the student to meet (in person or virtually) to discuss their individual circumstances.
- (j) After the meeting, the student should be notified of the decision in accordance with section 5 below.
- (k) Other student services and specialist advisers (such as Wellington University International, Disability Services, Āwhina and Pasifika Student Success) should be notified as appropriate.

4.4. Removing or easing restrictions

- (a) For each student on the Improving Academic Performance Report, the associate dean or delegate may decide to continue, ease or remove an existing restriction for the student's next trimester of study.
- (b) Where the student has been restricted to fewer than 60 points, and they have passed at least half (50 percent) of the points undertaken, the associate dean or delegate will normally ease the restriction to 60 points in their next trimester of study.
- (c) The associate dean or delegate will normally recommend, and may require, the student to engage with the relevant advising staff member(s), maintain a student success plan, and engage with appropriate services, and opportunities.
- (d) The associate dean or delegate may decide to impose other requirements and recommendations consistent with section 6, where appropriate.
- (e) The student will be notified in writing of any change to the restrictions, requirements, and recommendations within two weeks of the decision (see 5 below).
- (f) The decision by the associate dean or delegate must be recorded in the CRM.

4.5. Reconsiderations and appeals

- (a) A student who has been notified of a decision by the associate dean or delegate may request a meeting to provide additional information and to ask the associate dean to reconsider the decision. The request should be made within five working days of

receiving the notification. The associate dean may revise their decision after the discussion.

- (b) As provided for in section 12.3 of the Admissions and Enrolment Regulations, a student may appeal a decision made by the associate dean about a restriction or other conditions to the Vice-Provost (Academic).
- (c) Any appeal must normally be made within four weeks of the decision or four weeks prior to the start of the student's next trimester of study, whichever is later.
Note: Any appeal should be made as quickly as practicable as it is normally not possible to register in additional courses after the second teaching week of the trimester.
- (d) An appeal must be made in writing to the relevant staff member/generic email address.
- (e) A student appealing a restriction, other requirements or suspension may seek support, for example, from VUWSA (advocate@vuwsa.org.nz).

5. Communication with students

Notifications to students will actively encourage them to seek support and/or advice from relevant student services to enable their academic progress and success, including, for example approaching Student Finance (Hardship Fund), Wellington Careers and Employment, and Student Learning, or engaging with the relevant advising staff to discuss their individual student success plan.

These notifications should include links to the TEC Fees Free/StudyLink information to advise and encourage students to understand their eligibility for Fees Free and StudyLink financial assistance, and the required performance criteria for student loans and student allowance.

- (a) Notifications about the academic progress process will be sent in writing via email, and/or the Student Portal and/or CRM.
- (b) When a student is invited to meet (in person or virtually) with the associate dean or delegate, they must be informed of the reason they are being invited to the meeting, the deadline for arranging the meeting (normally within five working days), and the consequences of not arranging and attending the meeting.
- (c) Students must be advised that they can bring a support person to these discussions, e.g. the advisory and support services offered by the VUWSA student advocacy service (advocate@vuwsa.org.nz), Āwhina, Pasifika Student Success or Disability Services, a friend or whanau member, or a support person from an external community-based organisation.
- (d) When a decision of the associate dean or delegate is communicated to a student, the notification should include the following as appropriate:
 - (i) The reason for the notification (for example, that the student has passed fewer than half (50 percent) of their points in the most recent trimester of study).
 - (ii) The restriction, requirements and recommendations of the associate dean or delegate.
 - (iii) Any consequences of the decision on their registration (for example, any course registrations that will be cancelled).
 - (iv) The deadline for responding to the notification (normally within five working days) and the outcome if the student does not respond.

- (v) The expectation that the student engages with requirements and recommendations offered as part of the academic progress review and the consequences in future trimesters if they do not engage,
- (vi) If the decision includes a restriction and the student was restricted in the previous trimester of study, the student must be advised that they may be recommended for suspension if they do not pass at least half (50 percent) of the points in which they are registered in their next trimester of study.
- (vii) The processes for requesting a reconsideration or appealing the decision.

6. Recommendations, Requirements and Restrictions

The goal of recommendations, requirements and restrictions in the decision is to encourage and enable student success.

6.1. Restrictions

An associate dean or delegate may restrict a student to a maximum number of points and/or to specified courses to ensure that the student does not overload themselves with more study than they can reasonably be expected to succeed in.

- (a) The standard first restriction is a limit of 45 points in the student's next trimester of study.
- (b) The standard first restriction of 45 points will normally be applied to students who have been asked to meet with the associate dean or delegate, but who do not attend the meeting. The associate dean may apply a tighter restriction; however, a first restriction will normally be between 30 and 50 points.
- (c) A typical second restriction (following two trimesters of passing fewer than half (50 percent) of the points attempted) will be between 20 and 30 points.
- (d) A restriction may require changes to the courses in which a student is registered (for example, it may disallow or require specific courses).
- (e) In deciding on a restriction, an associate dean should consider the consequences on the student's eligibility for StudyLink support through student loan or student allowance and on progression in their personal programme of study.

6.2. Requirements and Recommendations

Where appropriate, the associate dean or delegate may recommend and/or require a student to take actions or engage with support services during their next trimester of study.

- (a) Any student who does not already have a student success plan will be required to meet with the relevant advising staff to develop their student success plan.
- (b) Any student who was restricted in their previous trimester of study, is now being restricted again and has not already met with the associate dean, will be required to meet with the associate dean or delegate to discuss the restriction and any other requirements and recommendations.
- (c) Students may be required or recommended to engage with relevant student services, including (but not restricted to):
 - (i) student advising staff;
 - (ii) Student Finance (Hardship Fund);
 - (iii) Wellington Careers and Employment;

- (iv) Student Learning, including attendance at workshops;
- (v) Disability Services;
- (vi) the PASS programme (where offered);
- (vii) Medical or counselling services at Mauri Ora or the student's own medical services; and/or
- (viii) Āwhina, Pasifika Student Success, Manawa ora – Student Wellbeing.

7. Suspension of registration

The Vice-Provost (Academic) may suspend a student's registration to enable the student to resolve issues that are preventing success in their studies and to have time away from study to reassess their future study plans.

- (a) Where the associate dean has recommended under section 4.3(c) that a student be suspended, the Vice-Provost (Academic), after appropriate consultation with relevant student services, will normally suspend the student from study for a period of three trimesters.
- (b) Where a student has previously been suspended, the Vice-Provost (Academic) may suspend the student for a longer period, up to a maximum of three years (nine trimesters).
- (c) A student who is suspended must be sent written notification of the decision within two working weeks from the recommendation by the associate dean.
- (d) A student returning after a suspension will normally be restricted to a maximum of 45 points in their first trimester of study. The associate dean may vary the restriction by:
 - (i) lowering the maximum number of points permitted;
 - (ii) allowing up to 60 points; or
 - (iii) setting further conditions on the student's registration.
- (e) Any variation to the restriction will take into consideration matters such as:
 - (i) whether the student's earlier performance was affected by serious medical or personal circumstances, and if so, whether those circumstances have now improved;
 - (ii) whether the student appears to be better prepared for university study on the basis of experience and/or skills developed during their time away;
 - (iii) whether a substantial period (at least two years) has elapsed since the student's period of suspension; and
 - (iv) any relevant provisions in the regulations for the student's qualification.
- (f) As provided for in section 12.3 of the Admissions and Enrolment Regulations, a student may appeal the suspension decision by the Vice-Provost (Academic) to the Provost.
- (g) Any appeal must normally be made within four weeks of the decision or four weeks prior to the start of the student's intended next trimester of study, whichever is later. An appeal must be made in writing to the Provost/generic email address.

Note: Any appeal should be made as quickly as practicable as it is normally not possible to register in additional courses after the second teaching week of the trimester.

- (h) A student appealing a restriction, other requirements or suspension may seek support, for example, from VUWSA (advocate@vuwsa.org.nz).

8. Definitions

In these procedures unless the context otherwise requires, the following definitions shall apply:

Academic progress reports	Standard reports providing staff with academic progress information for students who meet specific criteria. The Restriction Review Report and Improving Academic Performance Report are types of academic progress reports,
Associate dean	The associate dean in the relevant faculty who has been allocated responsibility for the decision. For the purposes of this procedure, the Deputy Dean in the Faculty of Law is considered to be an associate dean.
Registration	The process of enrolling in specific course offerings.
Points undertaken in a trimester	The total value of all courses in which the student remained enrolled after the withdrawal deadlines set out in section 14 of the Fees Policy (normally the first two weeks of the course). Note: the points value for each two-trimester course will be divided equally between the trimesters.

Related Documents and Information

9. Related Documents

[Education and Training Act 2020](#)

[Admission and Enrolment Regulations](#)

[Fees Policy](#)

[General Programmes of Study Regulations](#)

10. Document Management and Control

Approver	Vice-Provost (Academic)
Approval Date	27 October 2021
Effective Date	11 July 2022
Last Modified	17 March 2022
Review Date	1 March 2025
Policy Owner	Director, Academic Office Extension 9752