

Date: 12 December 2021

Document 077

# Progression Policy and Procedure



Version History					
Title of Document	Admission Policy and Procedure			Code	075
Access to Document <i>(Minimum list of document users to be notified upon release of document update)</i>	Internal Staff	Student & Academic Staff	Public	Category	Policy and Procedure
		X	✓		
Revision History					
Version	Change Originator	Document Owner	Approver	Approval Date	Effective Date
1 <sup>st</sup> release of document	Veronica Sultana	Registrar, Amy Muscat	Amy Muscat and the Principal, Ing. Vince Maione	12 December 2021	12 December 2021
	Details of Change	Not applicable			

#### Instructions for Document Users

All IDEA Academy employees can access current, controlled and approved documents related to the Quality Management System via the IDEA Academy's website link: <https://ideaeducation.com.mt/>

#### Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

## Contents

1. Aim.....	5
2. Definitions.....	5
3. Principles.....	6
4. Policy.....	7
4.1 Continuing Students .....	7
4.2 Progressing Students.....	7
5. Continuation of study within the Same Programme of Study.....	8
6. Progression from a lower to a higher level of a course of study .....	9
7. Timing of formal progression checks .....	10
8. Supporting Documents.....	10

## 1. Aim

This policy outlines the basic principles governing student academic progression through an enrolled course of study at IDEA Academy.

This policy explains how IDEA Academy identifies students who are allowed to move to a higher level course upon completing a course of study.

## 2. Definitions

Progression	The advancement in studies of a student through his/her study journey.
Continuing Students	Continuing students are those students who progress from one module to another of the same study programme.
Progressing students	Progressive students are those who have completed a programme with IDEA Academy and decided to enrol into a higher level programme.

### 3. Principles

1. IDEA Academy is committed to helping students to progress through their studies, complete the programme and graduate.
2. IDEA Academy is also committed to provide lifelong learning opportunities through flexible learning pathways allowing students to progress further in their personal and professional development.
3. Academic progression decisions are based on established academic criteria as per programme specifications.
4. IDEA Academy is committed to adhering to the principles of procedural fairness, equitability, consistency, transparency, respectful of privacy in its approach to granting progression to the students.

## 4. Policy

This policy covers both continuing and progressing students.

### 4.1 Continuing Students

4.1.1 A student's academic performance will be assessed at the end of each module of a course of study.

4.1.2 Students must achieve satisfactory academic requirements as defined for a course of study.

4.1.3 The requirements for satisfactory performance are:

- the student is required to achieve a pass in all the modules of the course of study; and
- the student has attended a minimum of 80% of participation in their lectures.

4.1.4 IDEA Academy requires students to:

- be familiar and comply with relevant Academy policies, procedures and programme requirements and regulations;
- make genuine attempts to achieve passing results;
- seek and engage with academic support offered by the Academy.

4.1.5 IDEA Academy articulates what the student must achieve to comply with the programme requirements through Course Specifications and Assessment Documents.

4.1.6 IDEA Academy will monitor students' academic performance and identify, communicate with and support students who are at risk of not achieving, or have not achieve, satisfactory academic performance requirements.

4.1.7 A student who receives his/her academic progress decision as unsatisfactory has the right to appeal.

### 4.2 Progressing Students

Progressing students must apply and follow the admissions procedure.

## 5. Continuation of study within the Same Programme of Study

5.1. Continuing students, those students who progress from one module to another of the same study programme automatically confirm that they are continuing by attending the lectures of the next unit/module of the same study programme.

5.2 Continuation within the study programme from one year to another shall be automatic for students who:

- a. Have passed all Modules in a particular academic year; and
- b. Have attended a minimum of 80% of the course lecture hours.

5.3 In cases when a student fails to achieve a minimum pass in a study module, the student is considered to have failed the Module, but shall however, be eligible to resubmit the assignment for that Module on one occasion only.

5.4 Students who fail a module or a number of modules after resubmission may be considered by the Board of Studies to repeat the outstanding modules, with attendance, with the following cohort, assuming space on the course permitting and subject to the same module is delivered in the following cohort.

5.5 In cases where core modules are fundamental to a student's progression, the student may be requested to repeat the failed module(s) in order to successfully complete the study programme.

5.6 The Director of Studies may set specific conditions to the student depending on the nature of the module delivery and assessment mode.

5.7 The student re-enrols for the unit that is to be repeated.

5.8 The above conditions would be agreed and recorded by the student and the Director of Studies.

5.9 IDEA Academy cannot guarantee that any of the modules delivered during one cohort period will feature again in any subsequent programmes.

5.10 Failure to abide by these conditions the student may be stopped from further progression.



## 6. Progression from a lower to a higher level of a course of study

6.1 Progressing students are those students moving to a higher-level course at IDEA Academy.

6.2 Upon successful completion of a course of study, if the student, wishes to progress to the next level they must apply and follow the admissions procedure.

6.3 Students will be contacted by the Programme Manager and encouraged to progress to the next level.

6.4 As per Admission Policy:

6.3.1 To ensure that a suitable foundation has been achieved, all students wishing to progress to the next level are required to meet IDEA Academy's published entry requirements for the course of study they are applying for.

6.3.2 In cases when students do not meet the general entry requirements of the study programme other criteria may be considered as per:

- Recognition of Prior Learning
- Maturity Clause

6.3.3 Students who declare a special learning need and request support in their application are referred to the Director of Studies who may issue advice and guidance or, where appropriate, assess the applicant's reasonable adjustment needs and what arrangements may be necessary to enable students to meet the course requirements.

## 7. Timing of formal progression checks

7.1 Each student's progress will be monitored periodically, but not less frequently than on a quarterly basis.

7.2 The timing of the formal progression checks will depend on the duration of the programme allowing the students to adapt to the demands of higher and further education.

7.3 Progression checks will recognise that not all programmes are offered in the same specific term.

7.4 Student progression may be assessed to take account of late finalisation of grades. In these situations, IDEA Academy may retrospectively impose sanctions and/or interventions on the student.

7.5 IDEA Academy will monitor students' academic progress and identify, communicate with and support students who are at risk of not completing their course within the study period as applicable on admission.

## 8. Supporting Documents

IDEA Academy's Internal Quality Policy.  
Document 007\_Recognising Prior Learning Policy  
Document 008\_ Grievance Policy and Procedure  
Document 009\_ Student Disciplinary Procedure  
Document 010\_Equality and Inclusivity Policy  
Document 013\_IDEA Ethos  
Document 018\_Student Support Policy Statement  
Document 037\_ Doc\_037 General Programme Regulations  
Document 039\_Code of Ethics  
Document 075\_Admission Policy and Procedure  
Document 076\_Certification and Graduation Policy



**IDEA Academy Limited**

The Business Centre, 1, Triq Nikol, Mosta MST 1870

**Tel:** +356 2145 6310

<https://ideaeducation.com.mt/> | [www.ideamalta.com](http://www.ideamalta.com)

**VAT Reg. No:** MT 2498 4422 | **Co. Reg. No.:** C84813 | **NCFHE Licence No.:** 2014-FHI-015

