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Progression Policy and Procedure

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Procedures are meant to be 'living' documents that reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310	Quality Manager	Continuous Improvement Registrar and the Principal	Registrar and the Principal	27 May 2022	25 August 2022
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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 students may progress 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 achieved, 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. This is possible if space on the course is permitting and if the same module is delivered to 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 Principal and the Registrar.

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 may lead to the student being 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 Coordinator/Programme Operations Executive 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 Support 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.

Doc_007_22 Recognition of Prior Learning Policy and Process

Doc_008_22 Grievance Policy and Procedure

Doc_009_22 Student Disciplinary Procedure

Doc_010_22 Equality and Inclusivity Policy

Doc_013_22 IDEA Academy Ethos

Doc_018_22 Student Support Policy Statement

Doc_037_22 General Programme Regulations

Doc_039_22 Code of Ethics

Doc_075_22 Admission Policy and Procedure

Doc_076_22 Certification and Graduation Policy

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