
Academic Progress Statute

Academic Policy

1 Purpose

The University seeks to provide a learning environment designed to help students achieve their fullest academic potential. Where a student fails to make satisfactory academic progress it is important that provisions are in place to provide appropriate advice and support, and to manage the student's enrolment. This statute provides a framework for the University to identify students in need of support, and allows the University to require certain conditions to be met for continued enrolment, to restrict the number or nature of courses in which the student may enrol, or in certain situations, to suspend or exclude the student from the University.

2 Organisational Scope

This is a University-wide statute.

3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

Consecutive Trimesters:	A sequence of trimesters in which a student enrolls with no break in enrolment of two trimesters or more.
Number of Points Attempted:	The number of points the student is enrolled in after three quarters of the course, unless withdrawal is subsequently approved by the relevant Associate Dean (or Dean). Points for courses taught over two trimesters are allocated to the second trimester.
Satisfactory Progress:	Passing at least half the number of points attempted in the last two consecutive trimesters of study, or passing at least 36 points in the most recent trimester.

4 Statute Content and Guidelines

4.1 General

- (a) The provisions of this statute apply to any student who has failed to achieve satisfactory progress at the end of their most recent trimester of study at this University or at another tertiary institution, unless that study occurred at least 5 years previously.

Note 1: International students – Victoria University of Wellington has agreed to observe and be bound by the [Code of Practice for the Pastoral Care of International Students](#) published by the Ministry of Education. A provision within this code is that satisfactory academic progress is a requirement of a study visa.

Note 2: Refer to the University's [Dealing with Unsatisfactory Academic Progress Guidelines](#).

4.2 Unsatisfactory Academic Progress

- (a) If a student's academic progress is unsatisfactory at the end of their most recent trimester of study, the relevant Associate Dean (or Dean) may:
 - (i) Restrict enrolment to a particular number of points; and/or exclude the student from specified courses, or from courses in a particular subject or discipline; or
 - (ii) Decide not to apply any restriction or exclusion.
- (b) If a student's academic progress remains unsatisfactory after a further two consecutive trimesters, the Convener of the Academic Committee, upon the recommendation of the relevant Associate Dean (or Dean), may suspend the student from the University for a period of time not exceeding two years.
- (c) If a student is returning to study after having been suspended from this or any other tertiary institution, the Associate Dean (or Dean) may restrict the number or range of courses in which they can enrol as in section 4.2(a).
- (d) If a student returns to study after having been suspended from this or any other tertiary institution and fails to achieve satisfactory progress, the Convener of the Academic Committee, in consultation with the relevant Associate Dean (or Dean), may permanently exclude the student from Victoria University.
- (e) Any student whose enrolment is restricted, or who is suspended or excluded from the University may apply to the deciding person for a reconsideration of the decision where they consider that medical or other exceptional circumstances should be taken into account.

4.3 Re-enrolment in a course

A student who has taken the same course on three occasions shall not be enrolled again for that course except in exceptional circumstances and with the permission of the relevant Associate Dean (or Dean).

4.4 Appeals

A student dissatisfied with the decision of the relevant Associate Dean (or Dean) under this statute may appeal to the Convener of the Academic Committee. Decisions made by the Convener of the Academic Committee under sections 4.2(b) or (d) may be appealed to the Deputy Vice-Chancellor. Appeals must be made in writing and submitted within four weeks of the decision being made available to the student.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework; there is no specific legislation directing this statute.

6 References

[Code of Practice for the Pastoral Care of International Students](#) (2003), Ministry of Education, New Zealand

[Dealing with Unsatisfactory Academic Progress Guidelines](#).

Previous Version: [archived AcademicProgressStatute 20091130](#)

7 Appendices

None

8 Approval Agency

University Council

9 Approval Dates

Originally approved as the Restricted Enrolment Statute (Substantially revised in 1997)

This statute was originally approved on: 4 December 2006

This version takes effect from: 1 December 2009

This statute will be reviewed by: 1 December 2010

10 Statute/Policy Sponsor

Assistant Vice Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy

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