

## Student Progress and Development Policy

Commencement Date: 01 December 2008

Category: Academic

### 1. PURPOSE

This document describes the policy for the progress and development of enrolled students throughout their academic studies at Curtin Singapore and the ability for them to provide feedback on their courses.

### 2. APPLICATION

All enrolled students

### 3. EXCEPTIONS

Nil

### 4. POLICY STATEMENT

1. Curtin Singapore emphasises the quality academic progression and development of students throughout their study on the campus.
2. Curtin Singapore will adopt policies and procedures to assist students in the completion of their academic program.
3. Procedures shall be adopted to ensure the correct monitoring aspects of students attendance which impacts on their ability to sit for examinations.
4. Procedures will be adopted to both identify and recognise high achieving students and also assess "at risk" students during their academic progression.
5. The Academic Department shall have overall responsibility for monitoring student academic progression and development.
6. Students shall be enabled to provide survey feedback on their courses via surveys administered to meet the requirements of both our external education partners and EduTrust.
7. Curtin Singapore will apply its external education partners' procedures, as modified to meet Singapore standards, in the assessment of students undertaking the various university pathways and university enrolled programs.
8. Student attendance will be in accordance with the various Immigration and Checkpoint Authority of Singapore requirements for international students and also those of the EduTrust provisions for all students.
9. Attendance in all units delivered at the campus will be overseen by the Academic Department.
10. The Academic Department shall develop a secure system to record all students' attendance.
11. All absences shall be followed-up by the Academic Department.
12. The Academic department shall ensure the adoption of appropriate intervention strategies for students classed as "at risk".
13. The Academic Department shall ensure timely advice to the appropriate government bodies in the case of individual international student non-attendance exceeding the allowable absence limit without acceptable reasons.

### 5. OBJECTIVES

- To ensure the appropriate and orderly progression of students during their studies
- To enable a mechanism where students can provide feedback on their courses.

<b>RESPONSIBILITIES</b>	
Policy Owner	Director Academic Services
Contact	Academic Manager
Review Date	08 October 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes