



Institute
for Education

Course Participants' Progression and Certification Policy

Version 1.2

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1 Introduction

1.1 The Institute for Education (IfE) seeks to provide a learning environment designed to help course participants achieve their fullest academic potential. The IfE is committed to provide support to assist course participants to complete the programme in which they have enrolled. The IfE strives to adopt a fair, transparent and effective processes to monitor course participant progression, to identify course participants who may need additional assistance, and to enable the certification of successful course participants.

2 Associated Policies and Procedures

2.1 This policy should be read in conjunction with the following policies and procedures:

- [Academic Dishonesty and Plagiarism Policy](#)
- [Attendance Policy and Procedures](#)
- [Course participants' Grievance Policy and Procedures](#)
- [Extenuating Circumstances Policy](#)
- [Leave of Absence Policy](#)
- [Teaching, Learning and Assessment Policy and Procedures](#)
- [Termination of Studies Policy](#)

3 Responsibilities

3.1 It is the responsibility of each course participant to reflect on the progress throughout one's studies. In addition, IfE lecturers and course coordinators will monitor the progress of course participants in the relevant study unit(s)/ module(s) they are responsible for, together with the Manager Student Affairs who will from time-to-time review the progress of participants to identify any course participants that are struggling and require additional academic, emotional or personal support.

3.2 Course participants are responsible for ensuring:

- That they maintain a healthy progress throughout their learning journey.
- That they reach out to a member of the IfE staff should they feel they are struggling at any point of their programme of studies.

The lecturers together with the assistance of course coordinators are responsible for ensuring:

- That the requirements for study unit/module are clearly specified to course participants.
- That the requirements for each study unit/module are satisfactorily completed.
- That course participants who may be at risk of failure or deemed in need of assistance are identified, counselled, and supported whenever possible.
- That accurate records of course participant progression, achievement and completion are maintained and transmitted as required.

The Manager Student Affairs is responsible to:

- Monitor the progress of course participants and identify anyone who may be at risk of failure or deemed in need of support.
- Reach out to struggling course participants and in collaboration with other members of staff devise a plan of action to help them progress throughout their studies.

4 Extending duration of study

- 4.1 The IfE will only extend the duration of a course participant's study where it is clear that the course participant will not complete the course within the expected duration for that course as the result of:
 - 4.2 Extenuating circumstances (refer to [Extenuating Circumstances Policy](#));
 - 4.3 The IfE has implemented a designated intervention strategy for course participants who are at risk of not meeting satisfactory progress for a specific reason.
 - 4.4 An approved leave of absence (refer to [Leave of Absence Policy](#)).
 - 4.5 An approved extension to the duration of studies (refer to [Extension to the duration of Studies Policy](#)).

5 Course Progress Requirements

- 5.1 All course participants are required to maintain satisfactory course progress. Course participants do not meet the course progress requirements if they:
 - Fail a component of study twice (including a full recycle of module attempt);
 - Fail all components in a given period of study, while under academic probation;

- Fail to comply with an enrolment condition imposed by the IfE or the rules of any course of study;
 - Fail more than 40% of enrolled credit points in the course in the preceding modules;
 - Fail to obtain the established average mark which enables them to progress to the dissertation module;
 - Are in breach of any other policy and procedure.
- 5.2 Participants enrolled in one of the Master programmes and who want to progress to the dissertation module need to ensure that they maintain an overall average mark of 65% or higher in all taught and placement modules.
- 5.3 The lecturers, course coordinators and Manager Student Affairs shall monitor the progress of each course participant against the course progress requirements. At the end of each relevant period of study or module, progression is reviewed to ensure that the course participant is in a position to complete the course within the expected course duration. After the publication of results for each period of study, the course coordinators will refer the case of any course participant who has failed to meet the course progress requirements (as outlined above) to the Manager Student Affairs who will deem that course participant as being 'at risk'.

6 Resits

- 6.1 The IfE recognises that, for a variety of circumstances, a course participant may fail to meet the grades required to pass a course. Resit options are available for all assessments within the modules offered by the IfE. Further information may be found in the [Teaching, Learning and Assessment Policy and Procedures](#).

7 Course Participants Deemed 'At Risk'

- 7.1 The IfE has a systematic approach to ensure that course participant progression is routinely monitored and reviewed throughout a course of study. These processes include but are not limited to routine attendance audits, lecturers monitoring course participant performance during lectures, and at end of teaching period or module reviews of course participant grade outcomes and progression issues for course participants who have not met course progression requirements. Once identified, a course participant deemed to be 'at risk' will receive notification immediately and may be required to attend a progression meeting with the Manager Student Affairs. The

course participant's individual needs will be assessed, and a personalised support plan will be devised.

8 Grounds for Issuing a Formal Notification/ Warning to Course Participants

- 8.1 Where the Admissions Board considers that a course participant is seriously at risk or there are possible grounds for IfE initiated termination of studies (in line with the [Termination of Studies Policy](#)), a formal notification/termination letter will be sent to the course participant. Similarly, in the event where a course participant is unlikely to complete the course of study within the maximum period, unless an enrolment condition is imposed, the course participant should be advised of this prior to the imposition of an enrolment condition in a formal letter. Course participants who do not appear to be making satisfactory academic progress will be advised of the risks they face ; the avenues open to them and the availability of course advice and support services. Such information will be discussed with the Manager Student Affairs/Course Coordinator prior to the issuing of a formal notification/warning.

9 Non-progression

- 9.1 When a course participant fails a module by non-attendance or not passing the required assessments, the course participant will be allowed re-submissions or/and repetition of module as set out in the [Teaching, Learning and Assessment Policy and Procedures](#). Once the provisions of this policy have been exhausted, enrolment termination will normally be actioned in line with the [Termination of Studies Policy](#).
- 9.2 In the event that a course participant following a Master programme fails to obtain the established average mark of 65% in all taught and practical components, the Admissions Board will proceed to action enrolment termination in line with the [Termination of Studies Policy](#).

10 Misconduct

- 10.1 This may be academic or non-academic and normally refers to breaches of the [Course Participants' Conduct Policy and Procedures](#) or the [Academic Dishonesty and Plagiarism Policy](#). Course participants and staff should be familiar with both policies. In the event of an observed form of misconduct, as outlined in the IfE policies and procedures, may lead to IfE initiated termination of studies.

11 Publication of Results

11.1 The Course Co-ordination team is responsible for ensuring the publication of official assessment timetables and the authorisation and release of official result statements. Normally each course participant shall receive the assignment grade with feedback. Results in individual assessments and grades awarded in a module shall be made available through the IfE Portal. No course participant's grade or mark shall be lowered after it has been released except in the case of proven academic misconduct by the course participant or an administrative error, with any final decision to be made by the Academic Board as necessary.

12 Successful Module Completion

12.1 Upon successful programme completion, course participants shall receive written confirmation of the level, amount of credit, content and classification of qualification with reference to achieved learning outcomes, in line with MFHEA regulations.

13 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	17/03/2018	Initial Release
QA Dept.	1.1	11/02/2023	Numbered all articles within the policy.
Admissions Dept.	1.2	29/03/2023	Updated all articles within the policy; Included article 5.2; Included responsibilities of the Manager Student Affairs within article 3.2; Removed article 9: Academic Probation or Conditional Enrolment.