

ACADEMIC STANDING

City University College

In partnership with



ACADEMIC STANDING

<p>Next Review</p>	<p>June 21</p>
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ACADEMIC STANDING

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2. LEGISLATIVE FRAMEWORK

All City University College's activities shall be made in compliance with Qatari law and its associated regulation, as well as international laws, treaties and agreements to which Qatar government is a party to. The College will also adhere to all relevant laws, regulations and so on of the other territories relevant to its activities.

This policy supersedes all other policies, procedures, instructions, practices, rules or verbal representations of City University College to the extent they are inconsistent.

Upon commencement of employment, employees acknowledge it is their responsibility to fully familiarise themselves with this document and ensure that they are in compliance. In where students or visitors' activities fall under this document, them as well must be aware and comply.

The Principal has overall responsibility for administering this policy, under general supervision of Artan Group Director of Education.

This policy shall be revised annually.

3. DEFINITIONS AND ABBREVIATIONS

For this policy the following abbreviations and definitions apply.

Academic Standing	Indicates your current progress towards completion of the Higher National Diploma Award.
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Academic standing is based on attendance, the timely completion of work, grade performance and personal conduct.

4. POLICY

4.1.PURPOSE

City University College specifies your academic standing at the end of each term to alert you, the Head of the Business Department and your personal tutor as early as possible to any issues or problems that may prevent you from graduating in the minimum time at the right level or in extremely rare cases prevent you from graduating at all.

4.2.HOW AND WHEN IS ACADEMIC STANDING DETERMINED

City University College will calculate your academic standing at the end of every term by recording the following indicators:

- 4.2.1.How many course units you have completed during the term.
- 4.2.2.How many credits you now have accumulated towards the final total.
- 4.2.3.The grades you have achieved per assignment and your grade average. This is of vital importance for those seeking a BTEC merit profile or above (600 + points).
- 4.2.4.The number of late submissions, if any.
- 4.2.5.The number of pieces of work which have required re-submission.
- 4.2.6.Any disputed grades or appeals not resolved.
- 4.2.7.Your standing at the end of last term and your achievement this term.

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4.3.WHAT ARE THE LEVELS OF ACADEMIC STANDING?

- 4.3.1. **GOOD** – You are making good progress and City University College has no concerns. You have achieved an average score of over 50%. Regular student. Attempted 50% of credit hours in the current term, OR has been enrolled for each of the last three Terms including the current Term. Passed 100% of courses taken. Achieved a grade average of 50% or more. Cleared all past course requirements in the current academic programme.
- 4.3.2. **REFERRAL** – City University College is concerned about your progress. You will be required to have a meeting with your personal tutor to discuss your performance and agree a support package to help you improve your performance during the following term. You will not be allowed to enrol for the next term until your personal tutor is satisfied that you have a credible plan for improving your performance. You must clear course deficiencies in order to complete the programme (e.g. you must successfully complete a failed course through supplementary examinations or repetition). Students who fail an Academic Preparatory course may be required to repeat that Course at the Tutor's discretion. If you are able to raise your performance to achieve to above 50% grade average, then you will return to good standing.
- 4.3.3. **ACADEMIC PROBATION** – City University College is very concerned by your lack of progress. Your personal tutor will arrange a meeting between you and them and the Head of Business to discuss more robust measures to enhance your academic progress. You will not be allowed to enrol for the next term until your personal tutor and the course leader agree with your improvement plan. You will remain on academic probation until you have returned to over 50% grade average in the next term when you will be returned to REFERRAL and will only return to GOOD if this performance level is maintained for a second term.
- 4.3.4. **TEMPORARY SUSPENSION** – if your performance does not improve and your scores remain under the 50% average you will be given a temporary suspension from the college whilst the Principal considers the potential for you to improve this situation. If it becomes apparent, that despite all efforts thus far, that there is little likelihood of a sustainable improvement in your performance then you will be suspended from the programme for the rest of the academic year. If, however, it is considered that you can still achieve a 50% grade average overall then you will be allowed to continue to the next term under the terms of temporary suspension that if you fail to achieve 50% for any piece of work you will automatically be suspended for the rest of the academic year.
- 4.3.5. **SUSPENSION** – when City University College is so concerned about your progress that it believes that a break from your studies is necessary to enable you deal with the issues and problems that are preventing your academic progress. The period of suspension will run for one academic year after which you will be eligible for re-admission on the same programme as before.

4.4.LATE COMPLETION OF ASSIGNMENTS

The City University College policy on late submission of assignments is clearly laid out. All students are expected to submit their assignments for assessment by the deadline dates stated in the assignment brief.

Students may in exceptional circumstances be given authorized extensions for legitimate reasons, agreed and documented by their course tutor. In such cases, special consideration can be given, after an assessment has taken place, for students who may have been adversely affected by circumstances such as unexpected illness, supported by a medical certificate, or family problems such as a serious accident or death of a close relative, which might have caused a temporary reduction in the student's level of performance for that particular assessment. Mitigating circumstances will be judged on a case by case basis, in the first instance, by the course tutor and if supported by the course leader may lead to an adjustment of grade to reflect the student's normal level of attainment.

Students who have no mitigating circumstances for late submission of work may find the grade for their work capped at pass level only.

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4.5.SPECIAL CONSIDERATION

City University College will consider applications, in advance, from students who wish to claim that special consideration be granted in relation to the period of time given for completion or for the format of an assessment.

Special consideration is given owing to diagnosed conditions, chronic illnesses or additional needs that might affect performance.

Applications for special consideration must be supported by documentary evidence and where they represent long-term conditions can be made when enrolling for the course. However, when conditions arise during the course programme, special consideration can be applied for and granted for the remainder of the course units. Unfortunately, City University College is unable to retrospectively grant special consideration for work already completed and assessed.

The College is unable to substitute alternative forms of assessment evidence for the required unit or remove the application of any assessment criteria to judge attainment.

5. RELATED DOCUMENTS

Reasonable Adjustments and Special Consideration Policy

6. ANNEXES