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Introduction

This document sets out the Navitas UPE policy and procedure for the academic support of students who need enhanced monitoring – namely, the Student Enhancement Plan.

This document should be read in conjunction with CPR M3 Attendance and Engagement Monitoring.

Criteria

To ensure a high level of student support is provided at all times, each College continually monitors a student's academic performance and overall experience during their studies. A student will be placed onto the Student Enhancement Plan if any of the following apply:

- a) The student's attendance rate for one or more modules drops below 85% or they have an inconsistent pattern of attendance
- b) The student or an academic has highlighted that they require extra academic support
- c) The student is a minor or has personal circumstances which may impede their performance and if any area of potential concern has been flagged at any point during the admission stage

In summary, a student can be placed on the Student Enhancement Plan in one (or more) categories:

- a) Attendance
- b) Academic Performance
- c) Welfare/Minors

A student can be on the Programme in more than one category at the same time and being removed in one category does not necessarily mean being removed from all categories.

Progression Meeting

The aim of the Progression meeting is to ensure the wellbeing of all students from both academic and pastoral viewpoints. Any issue that could lead to a student not being able to fulfil their potential is required to be assessed and supported by the Student Services team. The Progression meeting closely tracks and monitors students who have been highlighted as requiring extra support. This also ensures that an updated and detailed record of all students that could potentially pose a risk to both the College and University Partner is kept, and the visa regulations stipulated by IND are adhered to.

The Student Services team meets regularly to discuss whether any students are required to be placed on, or removed from, the Programme. A student would subsequently receive an email to arrange a meeting with a member of the team.

Attendance

If a student meets the criteria on attendance, they will receive the 'Attendance Stage One Email', which will indicate that they are being placed on the Programme and that they are required to attend a meeting with a member of the Student Services team.

The student is initially placed on the Programme for two weeks, after which point their engagement is reviewed. Should the student maintain 100% attendance for those two weeks, they are automatically removed from the Programme and sent a confirmation email.

Should the student miss any further contact points within the initial two weeks, they are kept on the Programme and required to attend a further meeting with the Student Services team.

The student's attendance will continue to be monitored closely and reported in the local Academic Board meeting. If the student's attendance does not improve, or the student is not contactable, they will move through the attendance warning process. This includes an Informal Warning, First Warning, Second Warning, Final Warning and Intention to Exclude; these warnings must be noted on the College's student management system. Navigate.

The student is given an opportunity to appeal the Intention to Exclude, which is reviewed by the College Director/Principal. If the student is unsuccessful in their appeal, they will be terminated from their studies.

Academic Performance (Grade Review)

Each College monitors the academic progress of its students through feedback from academic staff and evidence of assessment results throughout the term. If it is thought that a student is experiencing academic difficulty, they are requested to attend a meeting with a member of Student Services. Students may request such a meeting if they have concerns about their academic progress.

Before the meeting takes place, further feedback/discussion will be required with the relevant academic(s) in order to ascertain the next steps on a case-by-case basis. For example, it may be that the student requires extra tuition.

The outcome of the meeting will be a two-week action plan discussed and agreed with the student, designed to address the shortcomings in their academic performance.

Over the following two weeks, Student Services will monitor the student in consultation with their subject tutors to gain further feedback. At the conclusion of the two-week review period, a follow up meeting will take place to ascertain if progress has been made. Should it be considered that the student has made good progress, they will be removed from the Programme. However, if the student is still facing academic difficulty, they will remain on the Programme and further help/guidance will be sought in order to best assist the student.

Welfare/Minors

Should a potential welfare issue be identified to a member of Student Services, the student in question will be requested to attend a meeting with a member of the team in order to discuss the problem, its likely impact, and any possible steps for its resolution. Should the student and/or staff member consider that the circumstances could potentially affect the student's

wellbeing and/or studies, they will be placed on the Student Enhancement Plan for continued monitoring.

The student will then receive enhanced support from the College, primarily via the Student Services team maintaining frequent contact. After two weeks (or a different period according to the circumstances), the Student Services team will review the student's status to see if the matter needs further action or if the issue has been managed. Either through the issue being resolved or being deemed manageable, the student will be removed from the Programme. A meeting may or may not be required depending on the circumstances.

Recording Information

Any students placed on the Progression Meeting will be notified by email. A record is kept locally of all students on the Programme (Progression Tracker), complete with why they have been added, any vulnerabilities that have been identified, as well as notes from any regular welfare check-ins. Notes will also be added to the student's Navigate record as appropriate following the welfare check-ins.

The Progression Tracker gives the Student Services team an overview of all aspects of the Progression Meeting. This is a quick-access tool utilised and updated at weekly meetings in order to track all progress of students who are on the Programme.

Policy Review

This policy will be reviewed every two years by the Navitas UPE Academic Board unless there are internal or legislative changes that necessitate earlier review. The policy was last reviewed on 04 June 2025 and approved as a Chair's action on behalf of the UPE Academic Board.