### Academic Progress Rules for Bachelor, Diploma and Certificate Courses

#### Proposed Amendment

| Date of Academic Council endorsement: | 01/11/2006 |
| Academic Council resolution number: | AC/133/2006 |
| Date of Legislation Committee endorsement: | 11/2006 |
| Legislation Committee resolution number: | LC/11/2006 |

#### Proposed amendment:

(all changes to be shown in mark-up)

**Academic Progress Rules for Bachelor, Diploma and Certificate Courses**

**Degrees**

**University Academic Progress Requirements**

1. The academic progress of each Bachelor Degree student shall be reviewed at the end of each semester.

12. To maintain satisfactory progress in any semester a student must pass units with a value of at least half the points in which he or she was enrolled in that semester. Withdrawals from two-semester units will be reviewed in the semester in which the withdrawal takes place.

23. Subject to the discretion of the Board of Examiners, students with unsatisfactory progress in one semester will be sent a written warning; students with unsatisfactory progress in two consecutive semesters of enrolment, having been formally warned in writing after the first such semester, will be excluded from the University.

34. For the purpose of these rules:

   (i) the term ‘two consecutive semesters of enrolment’ is defined so as to include the last semester preceding a break in enrolment and the first semester after resumption of studies;

   (ii) in calculating the total number of points for which a student was enrolled in a semester, withdrawals before the end of week 10 of a unit will be disregarded (for units with less than 12 teaching weeks, this period will be applied pro rata.)

   (iii) the points for units begun in one semester and completed at the end of the following semester shall be included within the points total of the semester in which the unit is completed (or withdrawn from). In such units, withdrawals after the last day of the first semester of the unit but before the first day of the second semester of the unit shall be considered to have occurred during the first semester of the unit.

   (iv) academic progress in all units in the first half of the year (including summer units) will be reviewed together at the end of the first semester, and progress in all units in the second half
of the year will be reviewed at the end of the second semester.

(v) where a course is offered on a trimester basis, all references in these Rules to semester shall mean a trimester.

Excluded Students not to complete Continuing Units

45. Students excluded from the University are not permitted to complete any continuing unit in which they were enrolled at the time of exclusion.

Early Withdrawal and Readmission

56. Students who by the end of the seventh week of second semester have withdrawn from all their units for that academic year and have no enrolment beyond week seven in either semester, must apply for readmission in order to study in the following year.

Maximum Period of Enrolment

62. A student enrolling in a three-year undergraduate ordinary degree course shall have a maximum period of ten years in which to complete a degree, including any periods of broken enrolment arising from exclusion, suspension of enrolment, non-enrolment or any other cause. The maximum period shall be adjusted pro rata for degree, diploma or certificate courses of shorter or longer duration than three years, or where a student is admitted to the University with advanced standing. For students undertaking the Bachelor of Commerce in Singapore in conjunction with the Singapore National Employers’ Federation, the maximum period shall be four years.

78. The progress of students who have reached or exceeded the maximum period of enrolment shall be reviewed by the relevant Program Chair, who may:

(i) require the student to complete the qualification by a given date, or be excluded from the University if this is not achieved;

(ii) require the student to satisfy current course requirements;

(iii) require the student to repeat specified units taken earlier;

(iv) require the student to take additional specified elective units; or

(v) exclude the student from further study at the University.

Progress Requirements for Major/Courses

89. A student who fails twice a required unit in his or her major/course may be excluded from that major/course. A student who fails a required unit for the first time shall normally be sent a written warning by the relevant Program Chair, advising the student of the requirement to repeat the unit and the consequences of a second failure.

910. The relevant School Committee may establish additional rules for satisfactory progress in a major/course. These Rules shall be posted on the School website and printed in the University Handbook. A student may be excluded from the major/course if the student, having been
advised of these progress requirements, has failed to meet them.

A student who has been excluded from an undergraduate major/course must transfer to another major/course by the end of the third week of the semester following exclusion. An excluded student who is unable to transfer to another major/course will be required to withdraw from the University. (Note: there is normally no provision for Diploma and Certificate students to transfer between majors/courses).

A student who has been excluded from two or more majors/courses on separate occasions shall, unless the latter School Committee determines otherwise, be excluded from the University.

Appeals Against Exclusion

(a) A student excluded from enrolment, either in a particular major/course or the University as a whole, may apply to the Program Chair for continued enrolment. Any such application shall be submitted in writing to the Division Office within ten working days of the date of the letter notifying the student of exclusion, and shall state the reasons why the student believes he or she will be successful if allowed continued enrolment. The Program Chair may reaffirm the exclusion or permit continued enrolment, and may attach conditions to the latter. If the exclusion is reaffirmed, the Program Chair shall provide the student with written reasons.

(b) A student who is dissatisfied with the decision of the Program Chair may appeal to the Student Appeals Committee. Any such appeal shall be submitted in writing to the Office of Student Services within ten working days of the date of the letter notifying the decision of the Program Chair, and shall state the reasons why the student believes he or she will be successful if allowed continued enrolment.

(c) Prior to the meeting of the Committee, the appellant may have reasonable access to those written staff comments on her or his appeal which have been submitted to the Committee, and provide the Committee with a written response.

(d) The Committee may reaffirm the exclusion or permit continued enrolment, and may attach conditions to the latter. The student shall be advised in writing of the decision of the Committee and, if the appeal is unsuccessful, of the reason(s) for this. The Committee's decision on the merits of the appeal shall be final.

(e) A student who is applying to the Program Chair or to the Committee shall attach a detailed medical certificate if the application is based on medical grounds. An application shall be rejected if the student indicates that he or she does not intend to study at this University in the next twelve months. Sympathetic consideration shall be given to applications where the student had good results in earlier semesters at this University, personal circumstances had hindered the student's recent academic performance, and there is evidence that these difficulties have been resolved and will not continue to impede the student's academic progress. Applications normally shall not be approved where a student has given reasons which
appear to be problems commonly encountered in everyday life.

**Readmission of Excluded Students**

**1314.** Applications for readmission after a period of exclusion from the University are considered by the Admissions Officer.

**1415.** Students readmitted after exclusion from the University are required to pass at least 50% of points enrolled in the first semester of results in order to remain enrolled.