STANDARD OPERATING PRINCIPLES FOR THE TIMING AND CALCULATION OF ASSESSMENT OF RATE OF PROGRESS FOR POSTGRADUATE AWARD STUDENTS

Abstract
The Standard Operating Principles set the requirements for the timing and calculation of the rate of progress for Engineering and IT students enrolled in postgraduate award courses.

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<th>SoP approved</th>
<th>[29/07/2011]</th>
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<td>SoP takes effect</td>
<td>[01/01/2012]</td>
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<td>SoP is due for review (up to 5 years)</td>
<td>[07/2016]</td>
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| Approved by            | Faculty Board 11/03 (29/07/2011) |
| Implementation Officer | Responsible Academic Officers    |

| Relevant to            | Faculty of Engineering and IT students and academic staff |
|                        | Student Administration Unit staff |

| Related documents      | N/A                              |

| Legislation            | Section 10 of Student and Related Rules: Academic Progression |
| File number            | UTS: Engineering - Standard Operating Principles: Postgraduate Student Progression IT rules (Faculty Board Engineering 2006/03) |
| Superseded documents   | Progression rules Faculty of IT (FBIT/02/28) |

| Review notes           | N/A                              |

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1. Purpose
UTS Rule 10.2.3 sets that *A Faculty Board may determine specific requirements for the timing and calculation of assessment of rate of progress for students enrolled in particular graduate coursework award courses. Information on these requirements will be published by the faculty in official course information and handbooks.*

These Standard Operation Principles replace the progression rules approved by the Faculty of Engineering and the Faculty of Information Technology prior to the amalgamation. A single set of principles for the timing and calculation of rate of progress will now apply to both Engineering and IT students enrolled in postgraduate award courses.

These Standard Operation Principles will support the identification by the Student Administration Unit of postgraduate students to be excluded for lack of academic progression and assist Responsible Academic Officers making decisions on appeals against exclusion. They will also be published in official course information and handbooks for student information.

2. Scope
These Standard Operating Principles apply to all Engineering and IT students enrolled in postgraduate award courses, the Progression Office in the Student Administration Unit and the Responsible Academic Officers when assessing students’ rates of progress.

3. Definitions
*Academic progression* is a general term that refers to the requirement for students to satisfy specified levels of academic achievement as they progress through their course and the requirement for the University to monitor this progress. The measures of academic progression include:

- satisfying a minimum rate of progress specified in terms of credit points gained;
- completing a course within an approved maximum time limit;
- not failing the same (or equivalent) subject on repeated occasions.

*(Student and Related Rules, Schedule 1)*

4. Principles
Postgraduate students in the Faculty of Engineering and IT may be excluded from further study at the University if they fail more than 50 per cent of the total number of enrolled credit points from the commencement of the course.

Postgraduate students may also be excluded from a course if they exceed the maximum time allowed for completion of that course (see UTS rule 10.5).
5. Roles and responsibilities

Accountable Officer
A/Dean (Teaching and Learning)

Implementation Officer
Team leader, Progression (SAU) implements the Standard Operating Principles to identify students to be excluded for failure to progress.

Faculty Board
Approves the Standard Operating Principles.

Responsible Academic Officers
Refer to the Standard Operating Principles when assessing appeals against exclusion; advise the A/Dean (Teaching and Learning) on issues that may arise from the implementation of the principles.

6. Acknowledgements

N/A

7. Version control and change history

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