

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Students at Risk Policy</h2>
Document Type	Policy
Administering Entity	Vice President – Academic, Course Directors /Deputy Directors (Deans/Assistant Deans) , Registrar, Student Counsellors, Course Managers
Latest Approval or Amendment Date	February 05, 2018
Last Approval or Amendment Date	This policy supercedes various individual course level policies on Students at Risk
Approval Authority	Academic Board
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1. Purpose

- a. S P Jain School of Global Management (S P Jain) aims to provide a learning environment where students have an enriching and successful learning experience. This policy sets out the School’s mechanisms for identifying students who may be at risk of not progressing satisfactorily in a course of study and the processes used to provide targeted and timely support.

2. Guiding Principles

- a. S P Jain is committed to the provision of student support for all students.
- b. S P Jain will implement processes for early identification of personal or academic issues that have the potential to adversely affect their educational outcomes.
- c. S P Jain supports students and also fosters independence by encouraging them to be responsible for their own learning.
- d. S P Jain will implement processes to identify students needing additional support so that the intervention is respectful, timely, equitable, consistent and procedurally fair. Towards this the School will have:
 - i. in place strategies to identify students who require additional support to achieve their academic potential;
 - ii. support the mental health and well-being of its student body through a range of educational and support initiatives;
 - iii. undertake analysis of admission data or entry pathway to identify cohorts who may require additional support;

- iv. undertake cohort analysis of progression, completion and attrition rates to identify strategies supporting student success;
- v. make available information about support services to staff and students; and
- vi. encourage students with academic or personal support needs to access support from relevant internal and external support services.

3. Scope of the Policy

The scope of the Policy applies to students in accredited diploma, undergraduate, postgraduate and doctorate courses.

4. Duties

a. Student obligations

Students are expected to:

- i. seek and follow advice from the academic staff teaching them;
- ii. achieve at least the minimum progression rate / minimum pass of subjects for each term/semester, including practical placement as defined by the course requirements;
- iii. make the School aware of any impediments to completing their academic requirements in a timely fashion;
- iv. make contact as soon as possible with the course office should they receive any formal notifications regarding concerns for their progress; and
- v. not hesitate to seek relevant internal or external support/professional assistance where a psychological issue is having or is likely to have an impact upon their academic progress.

b. School's academic team and Registrar office duties

The School's academic team supported by the Registrar's office will implement processes including:

- i. Identification of demographic information, English language proficiency, and levels of prior study through admission processes;
- ii. Provide information about student support and early intervention strategies through orientation programs
- iii. Outline information about academic expectations, academic integrity, course requirements and conditions of completion to students prior to commencement.
- iv. Monitor term/ semester progression and overall progress towards completion of degree;
- v. Monitor attendance
- vi. Identify students who require additional English language support;
- vii. Identify students requiring academic support as detailed in 5a
- viii. Implement remediation activities as detailed in 5b
- ix. Monitor allegations of misconduct

5. Academic Support

a. Identification of students requiring academic support

- i. For courses /units where prescribed class attendance is required for students, the rolls will be monitored by the relevant Course Manager. Student/s failing to meet the attendance requirements for any such individual subjects, or perceived by the Course Manager as having a low attendance record in general for the course, will be reported to the relevant Course Director /Deputy Director (Dean /Assistant Dean as appropriate), Registrar, assigned teaching staff and the Student Counsellor.
- ii. Students who do not meet the rules of progression for a term/semester will be reported by the Registrar's office to the respective Director/Deputy Director (Dean /Assistant Dean) and will be put under academic probation.
- iii. For any instances of students who are minors the parents /legal guardians will also be kept updated.

b. Remediation

- i. The Student Counsellor will meet the students who have low attendance and counsel them to increase their engagement in the course. This meeting will also enable the counsellors to identify any personal issues the student may be facing. If the student requires specialist health related or personal support, the Counsellor will recommend a relevant external professional service. The Counsellor will provide an update report of such meetings to the relevant Course Director/Deputy Director Course (Dean /Assistant Dean). Where the Counsellor deems fit or where there is no improvement in attendance patterns, the Counsellor will continue to stay connected with and monitor such students.
- ii. Students who have not been able to pass the required units as per the next term/semester progression requirements for the course will also be provided a re-test exam offering them a second opportunity to improve their grades in subjects where their performance is below requirements.
- iii. The Course Directors/Deputy Directors (Deans /Assistant Deans) will meet the students who are identified at risk and where required confirm and initiate remedial actions. These remediation actions may include additional coaching and greater access to teaching faculty for guidance on the sections of the learning to review.
- iv. Apart from the above, performance and to date progress of every student who is unable to meet the rules of progression at the end of each term/semester will be reviewed by respective Director/Deputy Director (Dean /Assistant Dean) and Registrar and, where deemed fit, students will be progressed to next term under academic probation. Such students will be provided greater access to the appropriate faculty and administered a re-test exam offering them a second opportunity to improve their grades in subjects where their performance is below requirements. On occasions where students are still not able to achieve the required results and if considered appropriate by the relevant Director/Deputy Director (Dean /Assistant Dean) and Registrar, an opportunity to undertake independent study for the subject will be provided to the students.

- v. It is noted that for international students studying in Australia S P Jain is required by Australian regulations to systematically and closely monitor student course progress. International students whose progress is not assessed as satisfactory by the School, after implementing the foregoing 'at risk' identification and remediation processes, will be reported to the Department of Immigration and Citizenship through their Provider Registration and International Student Management System (PRISMS). Such a report can lead to cancellation of the student's visa, thereby invalidating the student's right to stay in Australia.

6. Personal support

a. Identification and care of students requiring personal support

- i. Staff and students are encouraged to be alert to inappropriate, intimidatory and aggressive behaviours by a student.
- ii. For the purposes of this policy, a student may be identified as requiring personal support and intervention, where their psychological or medical welfare is reasonably considered to warrant some form of intervention by the School.
- iii. In cases where a student is exhibiting possible signs of distress, how staff respond to the individual student will depend upon the nature and level of their distress. Staff should be aware of their own personal and professional limitations. Staff members are encouraged to consult with Student Counsellor for advice about the appropriate management of any student.
- iv. Where required the Student Counsellor will closely monitor the student and if needed recommend external medical consultation. If needed, the Student Counsellor will also update the Head of Campus and Resident Housing Manager to enable closer monitoring of the student.
- v. Special attention will be given to any minor students and for such cases the parents /legal guardians will also be kept updated.

6. Related Documents

- i. Rules of Progression for various courses