



East Asia Management University

Learn Innovate Succeed

Student Progression Policy

Section 1. Purpose

This policy aims to provide students with clear, consistent, and fair opportunities to advance academically, achieve learning outcomes, and graduate from their programs of study within the timeframe at East Asia Management University (EAMU).

Section 2. Policy Statement

East Asia Management University (EAMU) is dedicated to academic rigor, ensuring that all students' progress complies with academic standards and upholds academic integrity. As a result, the university is able to intervene and help students at-risk in a timely manner, ensure fair decisions for progression, and comply with internal and external quality assurance conditions.

Section 3. Accountability

- 3.1 The Registrar Office (RO) takes overall responsibility for coordinating and monitoring student progression.
- 3.2 Deans, Program leaders and teaching staff share responsibility for implementing this policy within their respective departments effectively.
- 3.3 Students are responsible for fulfilling all academic requirements and actively engaging in their learning process.

Section 4. Roles and Responsibilities of Stakeholder Involvement

4.1 Registrar Office

- Oversee implementation and compliance with the policy.
- Ensure accurate academic records and data for progression.
- Coordinate progression review meetings with Exam Board (EB).

4.2 Heads of Department/Program Leaders

- Monitor and identify students at risk of academic failure.
- Recommend appropriate support or remedial classes.

4.3 Lecturers/ Professors

- Lecturers should avoid offering advice on progression matter but refer any query to the designated Program leaders.
- Provide academic guidance and constructive feedback on career choices to students.
- Help students understand academic expectations to complete their study.
- Report academic concerns to program leaders or deans promptly.

4.4 Students

- Attend classes, assessments, and remedial programs if required.
- Seek support from the Academic Administration and relevant units when facing academic difficulties.

Section 5. Scope

This policy applies to all undergraduate and postgraduate students enrolled at EAMU, including full-time and part-time academic programs delivered by EAMU.

Section 6: Definitions

- Academic progression: the movement of a student from one level of study to the next based on academic requirements.
- At-risk student: a student likely to fail or drop out based on performance indicators.

Section 7: Progression Criteria

EAMU adopts a minimum of 50 mark out of 100 as a Pass Grade.

- Where a Project assignment or Final examination constitutes a major component of assessment ($\geq 50\%$ of total), at least half of the mark is required, failing which a redo of assignment or resit is expected.
- In a resit situation, only the mark from the Supplementary examination will be used to determine a Pass grade.

7.1 Minimum Academic Requirements to progress

- Pass all modules and meet the required minimum credits.
- Fulfill attendance requirements.
- In the event where a student is deemed at-risk, the Examination Board (EB) may require the student after consultation with the school to complete a level of study before progressing to the next higher level.

7.2 Resit/ Supplementary Examination

- A 50 mark out of 100 is expected for the supplementary exam to be deemed a Pass Grade.
- Students need to pay the resit exam administration fee.
- Students who fail their resit exam need to retake the module

7.3 Repeat Year of study

- A student who fails half or more of the modules at any level (year) e.g. 4 out of 8 modules after both Main and Supplementary Exams would need to redo the entire level again.
- A student who fails less than 50% of the modules per year may be allowed to progress to the next level, but will need to redo these failed modules in the earliest possible opportunity.
- Where a student needs to redo failed modules across two earlier levels, the student will not be allowed to progress to the next level till at least the earliest level modules are successfully completed.
- Students must pay for redo modules or repeat a year as per university policy.

Section 8: Process and Procedure

A summary of the process of this policy is as follows:

1. Monitoring academic progress
2. Identifying at-risk students
3. Providing interventions as soon as possible
4. Making progression decisions
5. Notifying students
6. Allowing appeals within 7 working days after notifying students

Section 9: Appendices

N/A

Section 10: Dissemination of Information

This policy is shared to

- EAMU Staff via email and stored in the company's shared drive
- Students via student handbook, email and telegram, and student orientation

Prepared By	Version	Effective Date	Next Review
Mr. Shawn Un  AQAA Manager	AQA dept.	1 st /01/ 2026	January 2027
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