



## EAST ASIA MANAGEMENT UNIVERSITY

Learn Innovate Success

### Policy on Monitoring Students' Academic Progress

#### 1. Preamble

To ensure the quality of course delivery which enable student to achieve learning objective, EAMU is committed to rigorous practice where closed monitor is necessary.

#### 2. Policy statement

EAMU ensures communication of minimum required academic standards to all students at the start of the course and exercises close supervision of students' academic progress which is critical for optimal graduation rate to be achieved.

#### 3. Purpose

To ensure that students are monitored on their academic performance and progress so that appropriate actions and timely interventions can be taken for those that do not meet the minimum required academic standards.

#### 4. Minimum required academic standards

- i. Respective class lecturers will communicate the minimum required academic standard for each particular module during the first lecture of each term.
- ii. Minimum academic standards for each module can be found in the subject profile and module descriptors that are stated under the perspective study guides, and the class schedule.
- iii. Student must achieve at least 40% of overall mark to pass each module with no component (Course work and Examination) received less than 40%.

#### 5. Progressive monitoring/reporting of academic performance.

- i. Lecturers will provide general comments, types of assignments given, highlight specific student issues and performance in their lecturer weekly reports that is to be submitted to HOS for review. HOS will take necessary follow-up actions if required.
- ii. Feedback are given to students upon completion of each component (i.e: tests, group projects) to let them know their results and also to highlight certain areas of strength or improvement that can be made.
- iii. Indicator that student is risking failure include but not limit to:
  - Irregular attendance.
  - Fail to complete set tasks within specific time frame.
  - Regular failure of assignment.
  - Failure of intra term tests/assessments

## **6. Re-module**

- i. Students who fail in the Re-sit Examination will have to re-module for that particular subject.
- ii. Closer monitoring and supervision during lectures and tutorials will then be provided by the respective lecturers in ensuring that these weaker students are able to progress to the next level