



Sabaragamuwa University of Sri Lanka

Policy Title	– Policy on Student Progression (PSP) SUSL
Policy Number	– Policy / SUSL / Teach & Learn /16
Date of Senate Approval	– 19.11.2024
Date of Council Approval	– 30.12.2024
Effective Date	– 30.12.2024
Revised Dates	– NA
Approving Authority	– The Council, Sabaragamuwa University of Sri Lanka
Administrative Responsibility	– The Senate

1. Overview

The policy on student progress (PSP) is developed to assist students in their studies and ensure the quality of the work that has been done by the respective student. The PSP helps to identify the students who are not achieving acceptable academic performance. While ensuring the academic performance of the student, the respective authority can direct the student to the range of support services available at the Sabaragamuwa University of Sri Lanka (SUSL).

2. Purpose

To,

1. Identify when a student is experiencing difficulty in their course module
2. Support when a student is experiencing difficulty in their course module
3. Intervene when a student is experiencing difficulty in their course module
4. Conduct a formal review of the progress

5. Determine the ability of a student to progress through their enrolled program
6. Support students, if necessary, through the available supporting services in the university

3. Scope

This policy shall apply to all undergraduate students in all faculties including FGS and external students in CODL, in the SUSL providing directions and guidance for student academic progress.

4. Legislative context

N/A

5. Definitions

- a. SUSL – Sabaragamuwa University of Sri Lanka
- b. University – Sabaragamuwa University of Sri Lanka
- c. PSP – Policy on Student Progression
- d. CQA – Centre for Quality Assurance
- e. CODL – Centre for Open and Distance Learning
- f. FGS - Faculty of Graduate Studies
- g. HOD – Head of the department

6. Policy statement

General

1. The university shall identify as early as possible the students who are experiencing difficulty in progressing in their enrolled programme and the University should instruct all the programme-providing sections (faculty and CODL) to in line with the Student Progression Policy, SUSL.
2. Every faculty has the responsibility to monitor the academic progress of all students and identify, communicate with and support individual students who are at risk of not achieving or have not achieved, satisfactory academic performance requirements.
3. This policy can be adapted according to the relevant faculty policies and curriculum requirements.

4. In general, student assessment-related matters, academic matters, and matters related to the well-being of the student should be assessed/ monitored by the respective mentor.
5. PSP should focus on the following areas mainly to;
 - a. Identify when a student is experiencing difficulty in their academic programme
 - b. Support when a student is experiencing difficulty in their academic programme
 - c. Intervene when a student is experiencing difficulty in their academic programme
 - d. Conduct a formal review of the progress
 - e. Determine the ability of a student to progress through their enrolled program
 - f. Support students, if necessary, through the available supporting services in the university
6. Information provided by the student shall be treated as confidential by all parties and only be used for the purpose of reviewing the student's ability to progress in their enrolled course
7. All parties (Deans, HODs, Mentors, students, and student support services) have responsibilities for the successful implementation of the PSP.
8. The university shall strengthen the career guidance activities for the success of the PSP (proper coordination between the career guidance unit of the university and the faculties, conduct career guidance workshops or related activities)
9. The university shall strengthen the management skills of the students to support their academic progress (by the career guidance unit or during the orientation program)
10. This Policy should be evaluated periodically and it can be amended with the recommendation of the Senate Standing Committee on QA and followed by the Senate approval (See the Policy on formulating and regulating policies of SUSL, Policy / SUSL / Gov & Mgmt / 14)

Administration

1. To facilitate, direct and coordinate all the student progress monitoring systems, it is necessary to appoint academic mentors as the monitoring body of the PSP. This appointment can be done by the Dean of the faculty or the Director of the CODL based on the faculty board or board of study (in the case of CODL and FGS) approval
2. The university administration shall inform Every student enrolling in the SUSL about the PSP. Faculty Administration must be aware of the students
3. The administration must give the format (for example, Google Form, which is convenient to the mentor) for the preparation of developmental portfolio to the students at the beginning of the program/ at the enrolment
4. Faculty administration must monitor the student progression in the faculty

5. Faculty administration must appoint alternative mentors in case of vacation or resignation of the assigned mentor.
6. In case of vacation or resignation, the mentor must hand over all the confidential information of the students to the next appointed mentor/ the HOD/ the coordinator of the program.

Academic staff (mentor)

1. The mentor shall collect the student's self-assessment information at the beginning of the program. (Annexe I)
2. Assessments given throughout the course/ program by the course coordinators/ lecturers could be used to monitor the progress of the student and implement the PSP
3. early assessment results may facilitate the early identification of the problems related to the student's progress
4. The mentor may formally review the progress of the students according to the developmental portfolio prepared/ filled by the student
5. Mentor may determine the ability of a student to progress through the course module/ program
6. If a student is experiencing any difficulties achieving the required performance of the course/ program, the lecturer/ mentor may appropriately address the issue
7. If necessary, the student may be referred to the university's available support services by the head of the department and the dean. When needed, the head of the department and the dean may direct the student to the comprehensive support services offered by the university.
8. The mentor must maintain confidentiality about the student in every case, especially if the student is directed to any support service (Student counselling (e.g. psychological), student support, welfare, career guidance, etc.)

Students

1. Students are mainly responsible for their academic progress and should maintain satisfactory academic progress.
2. Each student shall review her/ himself and shall create a development portfolio.
3. All the students in SUSL must prepare a developmental portfolio with the following contents <https://forms.gle/tR4kxuUmzBcrm2dj6>
 - a. Academic Year, Semester, Course Code, Course Name (For all course units)
 - b. Title of continuous assessment and the end semester assessment done
 - c. Grade achieved
 - d. Perception about the continuous assessment and the end-semester assessment
 - e. Student commitment to the course (attendance, number of medicals, etc.)
4. Monitor the progress personally according to the developmental portfolio

5. Update the developmental portfolio regularly
6. Discuss any matter that can cause the declination of academic progress with the mentor/ preferred academic staff
7. If any student is having a problem with the mentor, the grievance of changing the mentor shall be encouraged, and this matter shall be handled by the HOD and/or Dean of the faculty, maintaining confidentiality. (Student grievance redressal policy)

7. Supporting Documents

- a. Policy on student counselling
- b. Policy on student welfare
- c. Student Charter
- d. Student grievance redressal policy

8. Responsibility

Deans of the faculties, the director of the CODL, heads of the departments, appointed mentors, all the academic members of SUSL, and all the students of SUSL.

9. Promulgation

This policy will be circulated as an electronic document among all the faculties and will be available at the University websites, and will be circulated among the students (electronic version).

10. Implementation

Further, all the faculties/ divisions/centers/ units which provide academic programs are responsible for implementing this policy. This policy will be implemented mainly with the direction of the senate and the council of the university.

Centre for Quality Assurance,

Sabaragamuwa University of Sri Lanka

August 2024

******This has been approved at the 288th Senate held on 19.11.2024 and at the 313th Council held on 30.12.2024***

Annex 01



SABARAGAMUWA UNIVERSITY OF SRI LANKA

STUDENT'S SELF-ASSESSMENT INFORMATION – FOR STUDENT PROGRESSION MONITORING

Instruction: Student must fill this form and submit to the relevant mentor appointed for the particular student at the beginning of the academic programme

Note that, the information given in this form will be treated as fully confidential information

1. Student's background

1.1 Are you dedicated to work?

Yes:-

No:-

1.2 I feel lazy to work

Yes:-

No:-

1.3 I have energy to win anything I wish

Yes;-

No

1.4 your childhood is

Happy:-

Unhappy:-

Normal:-

1.5 The relationship between you and your parents is;

Very Close:-

Detached:-

Normal:-

2. Student's health background (mental and physical health)

2.1 Whether the student has taken/ is taking medicine for psychological issues?

Depression:-

Schizophrenia:-

Anxiety:-

Stress:-

2.2 Physical health treatment

Mention the issue:-.....

Long-term treatment:-

Short-term treatment:-

2.3 Whether the student is differently able?

Mention the issue:-.....

2.4 Whether the student have issues with love affairs?

3. Family background

3.1 Economic condition of the family

(whether the student has financial issues or not)

3.2 Do parents often have conflicts?

Yes:-

No:-

3.3 Are there any issues with your family member?

3.4 Has your father been addicted to alcohol/ drugs?

3.5 Do you come from a broken family?

3.6 Has your mother gone abroad?

3.7 Are you bringing up with your grandparents or another guardian?

3.8 Is your home environment very noisy?

4. What is your future ambition (What does the student want to be in future)?.....