

SA.25		PROFESSIONAL PROGRESS REVIEW	
APPROVED BY	ACADEMIC BOARD	Reviewed	May 2023
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor edit	
	▪ HEADS OF SCHOOL	Review period	3 YEARS
	▪ ACADEMIC DEAN ▪ COHORT MENTORS/NGĀ MAUNGA ĀWHINA	Next review	May 2026

PURPOSE

To outline the professional review process for students in 3 and 4-year undergraduate programmes at BTI.

1 RATIONALE

The professional review process enables both students and BTI to review progress (both academic and personal), determine the continued appropriateness of BTI as the place of study, and the likelihood of progressing to a successful completion of their qualification.

2 POLICY

- 2.1. All students in 3 or 4-year undergraduate programmes at BTI undertake a professional review process following their initial year of study (full-time equivalent), except those enrolled in the Social Work programme, where the review takes place at the end of the second year (full-time equivalent).
- 2.2. Students enrolled in a 4-year programme at BTI will undertake the professional review process also at the conclusion of their second year of study (full-time equivalent).
- 2.3. Students will be directed to make an application for professional review by their Cohort mentors / Ngā Maunga Āwhina or equivalent.
- 2.4. The application will give students the opportunity to reflect on their personal and academic progress and review their suitability for the profession. Students can raise any problems or identify challenges relating to the continuation of their studentship.
- 2.5. Cohort mentors / Ngā Maunga Āwhina or equivalent will review the application, along with evidence of progress. As part of this process, they may then meet with the student for an interview. This interview will consider the evidence, including progress in the programme, the sense of purpose and the professional direction of the student, as well as their 'fit' with the programme and BTI as a place to continue their studies.
- 2.6. The possible outcomes of the review include:
 - 2.6.1. Unconditional continuation of study
 - 2.6.2. Conditional continuation of study following; with confirmation based on presentation of further evidence of progress or suitability, or on the undertaking of directed tasks, remediation, or counselling.
 - 2.6.3. Deferred decision; with a further review at the end of the student's third semester; or
 - 2.6.4. Unsuccessful professional review; resulting in the termination of studentship.
- 2.7. Cohort mentors / Ngā Maunga Āwhina or equivalent will confirm the outcome of the professional review to the students and their programme administrator in writing.
- 2.8. Once a professional review is successfully completed, students may enroll in the next year of their programme.
- 2.9. Those students whose professional review is deferred for any reason may be required to re-enrol in a course as a refresher at the resumption of study. This may be required even if they have already passed the course. In this circumstance an administrative fee would normally be charged.
- 2.10. Students who are unsuccessful in the professional review process will have their studentship terminated.
- 2.11. Students can appeal against this decision by writing to the Academic Appeals Sub-Committee of the Academic Board.