



The British University in Egypt

Early Identification of At-Risk Students and Support of Weak Students Protocol

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Author:	Respective Faculties
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Risk Indicators

There are several indicators that would help in early identification of students at risk. However, it is important to first define at-risk students.

At-Risk Students are those who are exhibiting one or more of the following:

1. Consistent trend of absences;
2. Declining performance as indicated by transcript;
3. Consistent large number of failed modules in a given semester;
4. Low % pass at first attempt (in terms of modules);
5. Barely passing overall average;

Students could be facing temporary difficulties that affect their performance in one semester, this is expected to be picked up by the relevant personal tutor. In this case, a student may or may not be considered as an at-risk case depending on the personal tutor's evaluation.

Some students might be excelling in all modules and struggling in one or two modules that belong to a certain thread within the programme.

The above shall be taken into consideration and used in evaluating the status of any one student.

Summary of strategy and processes

This strategy is proposing a mechanism to be implemented by personal tutors and heads of departments to identify such students, as early as possible, and provide support mechanisms when needed, which is summarized as follows:

1. Personal tutors must monitor all their tutees, on a semester basis, and identify those who are exhibiting one or more of the above defined indicators;
2. A careful review of the student's performance is then conducted using his/her transcript to identify trends;
3. The analysis shall result in identifying the status of the student as one of the following:
 - a. Temporary at-risk;
 - b. At-risk student;
 - c. Thread dependant weakness;
 - d. Weak student.
4. The student is for a meeting with personal tutor to discuss his/her performance and potential actions which shall feed into the next step;

5. Personal tutor must design a programme, with clear and specific outcomes and timeline, to support the student, based on his/her status and in collaboration with relevant module leaders;
6. Proposed support programmes are presented and discussed in a departmental meeting;
7. Head of department shall monitor the implementation of such programmes via reports from individual personal tutors;
8. Remedial actions to be proposed and implemented to adjust the proposed programme, if required, as a result of the continuous monitoring;
9. A summary of identified cases proposed actions and relevant success indicators are compiled.

It is important to emphasise the differences between an at-risk student and a weak student. Such classification shall be manifested in the designed support programme. In all cases, appropriate performance indicators shall be used to ensure the success of the proposed programmes. Such indicators shall be extracted from the five basic at-risk indicators defined above.