

## Academic Performance Measures

### Guideline:

This guideline describes the various academic performance measures used at Otago Polytechnic and explains how they are calculated.

All measures and associated calculations are based on students who have “valid enrolments” as per the TEC definition of a valid enrolment. A valid enrolment is a student who has NOT WITHDRAWN within 10% of the course duration or one month, whichever is the shorter. In other words:

- any student who withdraws within 10% or one month of the course commencement will not be a valid enrolment and will not count in the official statistics for retention, completion and success. This is because these students are not counted in the SDR, and we get no TEC funding for these students.
- Any student who studies beyond the 10%/one month point will count on the official statistics, regardless of whether or not they subsequently withdraw or we initiate their withdrawal.

### Illustration:

25 students enrol for a course. 2 never turn up, and 3 withdraw within the 10% “valid enrolment” period. Of the 20 who continue with their studies, 1 withdraws after 3 months, and 2 stop attending. 1 of these we withdraw ourselves. This means that 17 students actually complete the course, but 2 of these fail.

From the above we can identify:

#### Non valid enrolments

5 students who are not valid enrolments. They are “backed” out of our system and are not returned in the SDR. We get no TEC funding, and refund fees according to our policy (see below).

#### Did not complete

1 student who stopped attending is a “did not complete” - Code 4 on the SDR.

#### Withdrawals

2 withdrawals: 1 is student initiated, 1 is Polytechnic initiated. Both are Code 4 on the SDR i.e. also deemed not to have completed. Both are “official” withdrawals, and neither receive a refund under our policy, but withdrawal avoids an adverse academic result.

#### Completed successfully

15 students completed successfully – Code 2.

#### Completed unsuccessfully

2 students completed unsuccessfully – Code 3.

Let's now calculate the various ratios:

### Completion Rate: Successful Course Completion Rate

This is the measure of students who are valid enrolments and who commenced study and who complete **and pass** all requirements in any given course. In other words, those who pass out of those who were “on our books”. This is TEC's “value for money” measure. This measures how well we look after our students overall: learning environment, quality of

teaching, pastoral care, learning support, and the fact of the students being in the "right" programme.

TEC call this the Successful Course **Completion Rate** which is measured by the following formula (TEC Specification):

$$\frac{\text{Code 2 (Completed Course Successfully)}}{\text{Code 2 (Completed Course Successfully) + Code 3 (Completed Course Unsuccessfully) + Code 4 (Did Not Complete Course)}}$$

In our example above the calculation is:

$$\frac{15}{15+2+3} = 75\%$$

### Pass Rate

This is the measure of students who are retained and succeed. In other words they are students who continue to attend/engage and who get to the end of their course and pass their assessments. TEC don't use this statistic but we do so as a measure of the quality of teaching and of learning support.

The Pass Rate is measured by the following formula:

$$\frac{\text{Code 2 (Completed Course Successfully)}}{\text{Code 2 (Completed Course Successfully) + Code 3 (Completed Course unsuccessfully)}}$$

In our example above the calculation is:

$$\frac{15}{15+2} = 88.2\%$$

### Retention Rate

This is the measure of students retained, i.e. who complete their courses out of those who are valid enrolments. It excludes those students who did not actually commence study or who withdraw with 10%/one month of course commencement. This is more a measure of pastoral care and right choice of programme, but is clearly affected by the learning experience which the student has.

The Retention Rate is measured by the following formula (TEC Specification)

$$\frac{\text{Code 2 (Completed Course Successfully) + Code 3 (Completed Course Unsuccessfully)}}{\text{Code 2 (Completed Course Successfully) + Code 3 (Completed Course Unsuccessfully) + Code 4 (Did Not Complete Course)}}$$

In our example above the calculation is:

$$\frac{15+2}{15+2+3} = 85\%$$

### **Withdrawal (Attrition) Rate**

This is the rate for those who withdraw (either officially or by not turning up) after becoming a valid enrolment compared with those who initially "turn up", i.e. commence study. This is an indicator of students getting into the right programme, so is a reflection of our information and advisory services. It includes official withdrawals as well as those who "disappear" i.e. who have, in effect, withdrawn.

$$\frac{\text{Code 4 (Did Not Complete the Course)}}{\text{Code 2 (Completed Course Successfully) + Code 3 (Completed Course Unsuccessfully) + Code 4 (Did Not Complete Course)}}$$

In our example above the calculation is:

$$\frac{3}{15+2+3} = 15\%$$

### **Invalid Enrolment Rate**

We will also be calculating the "invalid enrolment" rate. This is the rate for those who enrol but who withdraw before 10% or one month of the course has elapsed. The data for this calculation do not come from the SDR, but from our Customer Services records.

In our example above the calculation is:

$$\frac{5}{25} = 20\%$$

### **DATA**

Completion, Success and Retention Rates are based on the following data:

SDR data extracted by 31 December

Filtered for 01 Funded Students only

All courses grouped by programme

Filtered for student enrolled in .035EFTS or more within a given programme

Then each of the following filters are applied separately

- Code 2 to get all Completions (Successful course completions )
  - For all
  - Maori
  - PI
  - Student with Disabilities
  - Under 25 years
  
- Code 3 to get all unsuccessful course completions
  - For all
  - Maori
  - PI
  - Student with Disabilities

- Under 25 years
- Code 4 to get all withdrawals and did not completes
  - For all
  - Maori
  - PI
  - Student with Disabilities
  - Under 25 years

Then the Completion, Pass and Retention calculations as defined above are applied for each category.

### **Application of Performance Measures**

- Tertiary Education Commission (External) Performance Measurements
- Otago Polytechnic (Internal)

### **Publication & Use**

- **External** – TEC and Annual Report
- **Internal** – Council Reports (six monthly), Business Planning (quarterly and yearly), Annual Report (yearly), Programme Reviews (yearly), Te Komiti (yearly)

### **SDR Data**

The above formulas are only as accurate as the data fed into Jasper

- In time
- Accurate
- Complete

### **Data Deadlines for the close off of SDR Data are:**

- 31 December
- 30 April
- 31 August

### **Data to TEC By**

- 15 May
- 15 September
- 31 January

TEC use our data for withdrawal counts. Whatever data we enter in the SDR at the time of submission is the data used to apply the above formulas to measure the Completion and Retention Rates etc.