Chatsworth Medi@rt Academy Pte Ltd

Academic Department

Purpose

The Academic Department at MAD School is responsible for ensuring the delivery of high-quality academic programs and maintaining academic standards. The purpose of this policy is to outline the responsibilities and procedures of the Academic Department to ensure that these objectives are met.

Academic Board members consist of:

CEO - Michelle Lim
Academic Director - Kenji Choo
Business Development Director - Ray Chia

i. Responsibilities:
   • Promoting academic integrity and preventing academic misconduct.
   • Developing and implementing academic policies and procedures that promote fairness, consistency, and transparency.
   • Ensuring that the Academic Department staff are adequately trained and supported to carry out their duties effectively.

ii. Programs
   • Developing and implementing academic programs and courses that meet the needs of students for the industry.
   • Ensuring that academic programs and courses are designed to meet established academic standards.
   • Evaluating and assessing the effectiveness of academic programs and courses on a regular basis - every 2 years through:
       - Internal and external feedback
       - Industry's evolution, development and demand

iii. Lecturers
   • Seeking qualified practitioners with relevant experience in their field to serve as lecturers for our courses.
   • Follow up with lecturers after each module to seek request their feedback on areas that need improvement.
   • Evaluate each lecturer after each module through students' evaluation.

iv. Grading System
   • Assignment based numeric grading system (90-100 Higher Distinction, 80-89 Distinction, 70-79 Merit, 60-69 Credit, 50-59 Pass, 40-49 Reassessment, 0-39 Re-unit).
   • Assignments are marked at the end of the course based on marking rubrics set by the Academic Team, with the consideration and inputs from respective module lecturers.
   • Assignments are moderated by the Academic Director or other parties who are familiar in the respective module discipline, after the marking is done by the lecturer. Marked and moderated grades are being combined and split equally. Moderation will not take into account marks awarded based on student consultation, presentation and class participation.
   • Students are to achieve a minimum grade of 50 in order to pass the module. Students who do not achieve a passing grade will either have to do a re-unit, or a reassessment, depending on their grade.
   • A re-unit requires the re-taking of the entire module from start to finish.
   • A reassessment requires the re-doing of assignments that have not achieved a passing grade. Reassessment assignments will be marked and the final grade will replace the original module's grade.
   • A student who does not pass a reassessment will be required to do a re-unit.

v. Attendance requirement
- Ensure students achieve a minimum grade of 75% attendance in order to qualify for module assessment.
- Attendance reminders are sent to students before they drop below the 75% requirement.
- Students who are not able to meet the minimum attendance requirement may still be considered for module assessment if they have valid reasons for missing class (reviewed on a case by case basis).

vi. Students
- Maintaining accurate and up-to-date records of student progress and academic performance.
- Providing academic counselling and support services to students to enhance their academic experience.
- Ensuring that students are informed of their academic progress and receive timely feedback.

vii. Student achievement goals
- Academic Performance: Aiming for a target pass rate of 90% for each course. This can be achieved by providing additional guidance for student's assignments through support like weekly study hours.
- Soft Skills Development and Performance: Encouraging students to develop strong communication, teamwork and problem solving abilities. This can be achieved through class group assignments and presentation, as well as through additional industry orientated programmes such as IOP, where students will be exposed to learning that is usually not taught within their modules.
- Student Engagement and Retention: Encourage active participation in class discussions, group projects, and extracurricular activities. Aiming for a retention rate of 90% and conducting regular surveys to gauge students' satisfaction, as well as to make necessary improvements based on feedback.
- Awards and Recognition: Encourage students to participate in local, national, and international marketing, advertising, and design competitions. This can be achieved by active promotion of any of such competitions through email/posters in school.