

COURSE PROGRESSION PROCEDURE

Section 1 - Purpose and Scope

- (1) This Procedure sets out:
- the processes and responsibilities for implementing the Course Progression Policy as it applies to all students; and
 - the special requirements that apply to international students on a student visa.

Section 2 - Definitions

- (2) In addition to the definitions in the Course Progression Policy:
- PRISMS** means the Provider Registration and International Student Management System. It is a secure site providing Australian education providers with Confirmation of Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) legislation.
 - Unit** means the smallest stand-alone component of a student's award course for which a grade is assigned on a student's academic transcript.

Section 3 - Procedures

Failure of Course Progression

- (3) A student is at risk of failing to satisfactorily progress in their course if they meet one or more of the following situations:
- Failing 50% or more of enrolled units in a semester.
 - Failing the same or deemed equivalent unit on two or more occasions.
 - Not meeting the progression requirements set out in a teach-out plan.
 - Not submitting all assessment tasks in more than one unit and/or not being on track with submitting assessment tasks.
 - Not attending a minimum of 80% of classes and/or not engaging with the content in the Learning Management System.
 - For international students – failing the same unit more than once or being identified as at risk via attendance reporting.
- (4) Students who are identified as at risk of unsatisfactory course progress may be subject to an intervention strategy pursuant to the *Intervention Strategy for Students at Risk Policy and Procedure*.

Note: Meeting the 80% attendance / engagement requirement can be a prerequisite for students seeking to apply for special consideration or deferred examinations.

Failing a unit

- (5) The following requirements apply to students who have failed a unit:
- The student is ineligible for advanced standing for that same unit unless the student provides appropriate evidence that they have gained the required knowledge and skills to justify a subsequent advanced standing.
 - The student should repeat the unit as soon as practicable: that is, within the next two semesters.

Note: Students should consult with the relevant Head of Department where unit availability raises issues with the scheduling. This is particularly the case for part-time students.

Revised course structures

- (6) Where the College introduces a revised course structure, the College will support the transition of students into the new course without “disadvantage”, subject to clause 8.
- (7) For the purpose of this Procedure, “disadvantage” to a (transitioning) student means requiring the student to retake or be reassessed in an aspect of the course that the student has already successfully passed and/or been charged for.
- (8) Where a course has additional units or topics added to it as a result of accreditation requirements and/or in response to professional best practice guidelines, students are required to undertake the additional units or topics and be charged for them.
- (9) Where a course has been discontinued, the maximum length of enrolment is reduced and students seeking to complete the award will be provided with a teach-out plan.

Support services for students

- (10) Students may access, or be required to access, one or more of the following services to support their course progression:
- Student Services team (advice and direction about accessing professional services including counselling).
 - Student Orientation – information sessions provided to new students.
 - Study Skills – free online learning modules.
 - Access to academic consultation in line with the *Student Consultation Policy*.
 - Tutoring assistance by academic staff (including free tutoring support classes) or, where necessary, advice that the student seek support from a third-party (commercial) tutoring service, at the student's cost.
 - Counselling services – through the College's partnership with Access Programs and its Student Assistance Program (SAP). The service is free of charge to students up to three sessions.

- g. Access to Student Learning and Support team for assistance in Language, literacy and numeracy difficulties.

Note: Students with a disability or health conditions, and students for whom English is a second language, are encouraged to seek the appropriate support by contacting the Student Learning Support team.

International Students on a Student Visa

(11) International students are required to:

- a. undertake a full-time study load (that is, 75% - 100% of the regular study load of four units in a semester). The study load may be reduced in limited circumstances: such as the College instituting an intervention strategy, or if a special circumstances application or a credit application have been approved;
- b. undertake no more than one-third of units (or equivalent) of a course online and not enrol exclusively in online modes of study in any one semester; and
- c. enrol in at least one face-to-face unit each semester, unless the student is completing the last unit of their course.

(12) International students studying in Australia on a student visa or other temporary visa:

- a. must complete their studies in the duration specified in their Confirmation of Enrolment (CoE) or other visa requirements; and
- b. may have their CoE extended by the College if the student provides evidence of compassionate or compelling circumstances, or if required as a result of a College intervention strategy. Any adjustment remains subject to the student applying for and meeting all new visa arrangements and fees.

Note: The CoE end date is normally determined by the standard full-time duration of the course. The duration may be shorter if Recognition of Prior Learning has been granted to the student.

(13) There are additional factors that classify an international student being considered a student at risk. These include:

- a. the student has not successfully completed a unit in a semester;
- b. the student is impacted by a medical condition or disability that significantly impairs the student's ability to study;
- c. the student's language, literacy and numeracy skills (including academic writing) have been identified as requiring improvement;
- d. the student has failed an assessment item; or
- e. academic staff have identified the student is at risk due to any other factor.

(14) The College will implement the following processes where an international student has failed to achieve satisfactory course progress:

- a. The College issues the student with an *Intention to Report* letter (report to the Department of Home Affairs (DHA)).
- b. The student may appeal against the College's intention to report, consistent with the *Grievances, Complaints and Appeals Policy* (the complaints process).
- c. Where the complaints process finds in favour of the College, or the student does not proceed or withdraws from the complaints process, the College must notify the DHA through PRISMS no later than 10 business days from the date of the outcome being known.
- d. The College will issue the student with a letter informing them that they have been reported to DHA for unsatisfactory course progress.
- e. The DHA will attempt to contact the student using the last address provided to the College registered on PRISMS.
- f. A student's visa may be automatically cancelled if the DHA is unable to contact the student.

(15) International students are required to provide the College with up-to-date contact details at all times. The College is responsible for updating these details on PRISMS within two working days of being notified of any change.

Note: The College and international students on a student visa are required to comply with the requirements of the Education Services for Overseas Students Act 2000 and the National Code 2018 at all times.

Related documents

This Procedure should be read in conjunction with but not limited to:

- a. Course Progression Policy
- b. Intervention Strategy for At Risk Students Policy and Procedure
- c. Academic Integrity Policy and Procedure
- d. Deferring, Suspending or Cancelling Enrolment Policy – International Students
- e. English Proficiency Policy and Procedure
- f. Grievances, Complaints and Appeals Policy and Procedure
- g. Recognition of Prior Learning Policy
- h. Student Consultation Policy

Legislation:

- a. Higher Education Standards Framework (Threshold Standards) 2021
- b. Tertiary Education Quality and Standards Agency Act 2011
- c. Education Services for Overseas Students Act 2000
- d. National Code of Practice for Providers of Education and Training to Overseas Students 2018

Document Administration

Procedure Name	Course Progression Procedure
Procedure Owner	Dean
Approval Authority	Academic Board
Approval Date	27 July 2022
Effective Date	As at Approval Date
Next Review #	Three years from the Approval Date
Amendment history	
Version 1:	<p>2020 changes: to include reference to international students on student visas and associated requirements.</p> <p>2021: Document revised to reflect new template including separation of Policy and Procedural requirements.</p> <p>2022: Job titles updated to reflect internal operational changes.</p>

Unless otherwise indicated, this Procedure will still apply beyond the Review date