

## COURSE PROGRESSION POLICY

### Section 1 - Purpose and Scope

- (1) This Policy outlines:
- the College principles underpinning its framework for students to successfully progress in their course;
  - students' responsibilities; and
  - the maximum length of enrolment for courses and associated matters.

#### Scope

- (2) This Policy applies to:
- All students enrolled in a course.
  - Additional requirements apply to international students.
- (3) This Policy should be read in conjunction with the *Intervention Strategy for at Risk Students Policy and Procedure*.

### Section 2 - Definitions

- (4) In this Policy:
- Course** means the entire program of study that spans several years and is made up of multiple units.
  - Domestic student** means an Australian citizen, a permanent resident in Australia, a New Zealand citizen or permanent visa holder for New Zealand (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative, or the spouse or dependent relative of such a representative). Anyone not meeting this definition is classified as an **international student**.
  - Full-time study** is defined as 75 – 100% study load.
  - Part-time student** is a student whose regular pattern of attendance is less than the full time equivalent (FTE) student load: that is, an FTE of less than 1. In order to ensure course progression, the FTE of a part-time student must be a minimum of 0.5 for units attributed to a given semester of study.
  - Student** is an individual person who is formally enrolled to study at the College and is assigned an individual student identification number.

### Section 3 - Policy Statement

#### General Principles

- (5) The College recognises the following principles underpinning its course progression framework:
- a. A student's capacity to progress towards completing their course can fluctuate over time and there are a range of factors that may impact on a student's ability to progress.
  - b. Both academic performance and course engagement (such as on-campus attendance and/or participating in online learning activities) are critical for students to successfully progress in their course.
  - c. Effective engagement in the first year of study, in particular, is integral to students' transition to tertiary study. As students progress in their course, their responsibility and autonomy are framed to reflect their higher levels of learning.
  - d. The College has a duty of care not to continue with a student's enrolment where the student has demonstrated they are unable to satisfactorily meet the course progression requirements.
  - e. The College, through its staff and partnered services, is responsible for providing a suite of services supporting student progression.
  - f. Students are responsible for understanding the progression requirements that apply to them as a domestic or international student, and are encouraged to seek support and advice as required.
  - g. Students will be kept informed where the College needs to set requirements that differ from the standard course progression requirements.
- (6) The College supports students to successfully progress in their course by:
- a. implementing assessment tasks for first year students early in the semester and actively monitoring students' course engagement and attendance, so as to promptly identify potential students at academic risk;
  - b. promoting, through different mechanisms, the suite of support services and academic skill development opportunities that are available to help students; and
  - c. providing a scaffolded system to support students at risk of unsatisfactory course progress— as set out in the *Intervention Strategy for Students at Risk Policy and Procedure*.
- (7) The College considers a student is making satisfactory course progress if the student:
- a. passes at least 50% of their enrolled units in a semester; and
  - b. meets the College's course engagement expectations; such as attending a minimum of 80% of their classes, and/or engaging with the Learning Management System and/or are on track with submitting assessment tasks.

- (8) The College may:

- a. exclude a student for a period of up to 12 months where the student has not achieved satisfactory course progress; and
- b. re-admit a student to the course or another course at the expiry of the exclusion period.

Note: There is no automatic right of re-admission; the student must formally apply.

### **Student responsibilities**

- (9) The College expects students to take responsibility for their studies. This includes:
- a. Adhering to all academic and engagements requirements. Students are required to achieve the minimum progression rate for their course.
  - b. Enrolling in the correct sequence of units in each semester in line with the relevant course structure, in order to qualify for an award.
  - c. Seeking relevant support or professional assistance to deal with matters that may impact their course progress, and notifying the College in a timely manner of likely impediments to successful course progress.
  - d. Seeking advice from relevant staff members.
  - e. Making dedicated use of the learning and other support services offered by the College.
  - f. International students - understanding and adhering to the specific requirements of their visa in order to comply with the Australian government rules.
- (10) A student affected by a decision pursuant to this Policy and Procedure has the right of appeal in accordance with the *Grievances, Complaints and Appeals Policy*. This includes decisions to:
- a. place a student on probational enrolment;
  - b. exclude a student from study due to poor course progress for a period of up to a maximum of twelve (12) months; or
  - c. issue an *Intention to Report* letter, pursuant to the regulatory compliance requirements for international students on a student visa.

### **Maximum length of enrolment**

- (11) A student is eligible for an award if they successfully complete all the specified requirements of the course within the maximum number of calendar years as follows:
- a. 4-year undergraduate course: up to 10 years from initial enrolment
  - b. 3.5-year undergraduate course: up to 9 years from initial enrolment

- c. 3-year undergraduate course: up to 7.5 years from initial enrolment
- d. 2-year undergraduate course: up to 5 years from initial enrolment
- e. 1-year undergraduate course: up to 3 years from initial enrolment
- f. An undergraduate course of less than one year duration: up to 2 years from initial enrolment
- g. Graduate Diploma: up to 3 years from initial enrolment
- h. Graduate Certificate: up to 2 years from initial enrolment.

(12) The College is responsible for notifying students if special arrangements are being implemented as a result of a revised course structure or where a course is being discontinued ('teach-out').

(13) In exceptional circumstances, students may be permitted to extend their candidature to complete their course, subject to approval by the Academic Board. The Academic Board must be satisfied there were exceptional circumstances preventing the student from completing their course within the maximum length of enrolment.

(14) Students studying part-time are responsible for maintaining appropriate progression to ensure they complete their course within the maximum length of enrolment.

(15) Students must not enrol in a study load over the full-time load (an overload) without the written approval of the Dean.

#### **Section 4 - Procedures**

(16) This Policy should be read in conjunction with the Course Progression Procedure.

#### **Related documents**

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

- a. Course Progression Procedures
- 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

<b>Policy Name</b>	Course Progression Policy
<b>Policy Owner</b>	Dean
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	13 May 2024
<b>Effective Date</b>	As at Approval Date
<b>Next Review #</b>	Three years from the Approval Date
<b>Amendment history</b>	
<b>Version 1:</b>	<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 in line with recent operational changes.</p>
<b>Version 2:</b>	2024: Maximum length of enrolment amended to include new postgraduate courses.

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