

POLICY DOCUMENT

ACADEMIC PROGRESSION POLICY AND PROCEDURE – DOMESTIC AND INTERNATIONAL

1 Purpose and Scope

This policy applies to domestic and international students and it outlines the basic principles governing student progression through an enrolled course at the College. It also outlines the procedures for monitoring and recording course progress for all students.

Scope:

- All accredited courses
- All students
- Student Learning Support (SLS) staff
- Student Services staff
- All Academic staff
- Registrar's Office

2 Policy Statement

2.1 Student Progression

In order to undertake a course, a student must correctly enrol in that course. The student's progression from admission through to graduation will then be dependent upon the student re-enrolling in the correct sequence of units. In order to qualify for graduation and receive an award, a student must successfully complete all units as listed in the relevant course structure.

Because most courses have defined underpinning knowledge, it is important that units be taken in the correct sequence per year and that the student enrolls into the units nominated in the course structures per study period. As a general rule, students are

expected to complete all units in the current year before proceeding to enrol in the next year of study, although units where a student has failed may be carried over.

Part-time students (see Definitions) are responsible for maintaining appropriate progression throughout the course to ensure they complete their course within the maximum length of enrolment specified in this policy. This may require them to enrol in final units from one year concurrent with units from the next year to aid in their progression if appropriate pre-requisites are met. Part time students should consult with the relevant Head of Department if course timetabling is limiting their progression.

Full time study at the College is defined as 75 – 100% study load.

The CEO and Dean (CEO/D) may approve a study load over the full-time load (an overload) in cases where a student can demonstrate sufficient aptitude to undertake the more demanding study load. The CEO/D will take into account all the relevant information including the student's GPA, past performance in the preceding two semesters of study as well as the student's goals and aspirations. Students may not overload without the express permission of the CEO/D.

At times it may be necessary for the College to set requirements for courses that fall outside of the standard course progression requirements outlined in this policy. In those instances, the requirements will be documented and advised to all relevant students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load (excepting if they have received advanced standing) or they will be identified as 'at risk'. Similarly, if the College decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

In order to maintain appropriate student progression in all higher education courses, students will not be permitted to enrol in more than one (1) single higher education course at the College at any one time – no concurrent enrolment in higher education courses at the College will be permitted.

Students will not be able to enrol in practicum units without a current Working with Children (WWC) Check. It is the student's responsibility to maintain currency of their WWC Check for the duration of their studies.

2.1.1 Recognition of Prior Learning (RPL)

In certain circumstances students may apply for course credit for units studied previously at other institutions. The process for applying for course credit is set out in the *Recognition of Prior Learning Policy and Procedure*.

Additionally, for students who are studying on a **student visa**:

- if the awarding of course credit results in shortening of the course duration before the student visa is granted, the actual net course duration (as reduced by course credit) must be shown in the student's Confirmation of Enrolment (CoE); or
- if course credit is granted after the student visa is granted and results in shortening of the course, the change of duration must be recorded through PRISMS.

This section applies to Domestic Students and International Students on a Temporary Visa other than a Student Visa:

International Students on a Temporary Visa other than a Student Visa must ensure they have a valid visa that allows them to undertake studies during their whole period of enrolment at the College.

2.2 Maximum Length of Enrolment

To be eligible for an award, a student must successfully complete all specified requirements for the course they are enrolled in within a maximum number of calendar years, set as follows:

- 4 year qualification; award provided up to 10 years from initial enrolment
- 3.5 year qualification; award provided up to 9 years from initial enrolment
- 3 year qualification; award provided up to 7.5 years from initial enrolment
- 2 year qualification; award provided up to 5 years from initial enrolment
- 1 year qualification; award provided up to 2.5 years from initial enrolment

Please note that Course Structures may change during this time and students will need to transition into the revised course structure without disadvantage (see Definitions).

Transition of courses will not, in general, alter the maximum amount of time that the student has to complete the course from the time of initial enrolment. However, in instances where a course has been discontinued, if a student wishes to complete their qualification, the maximum amount of time may be shortened and the student will be provided with a teach-out plan.

If a student fails a unit, they will be automatically ineligible for advanced standing for that same unit via Educational Pathways until such time that the student can provide appropriate evidence that they have gained the required knowledge and skills to justify subsequent advanced standing.

If a student fails at the end of a teaching period, they must repeat the unit within the next Semester, within the next two Trimesters, or within the next two online intakes. This means that students enrol in one fewer "new" unit in order to "carry over" the unit they need to repeat from the previous teaching period. This is to ensure a proper sequence of units and pre-requisites. Sometimes units are not always available in all teaching periods or their scheduling is difficult for part time students. If this is the case, the student must take the repeated units as soon as possible (in the very next teaching period that the unit is offered). This must be arranged via consultation with the relevant Head of Department.

At the end of an academic year, a student who has poor academic performance with failure to progress in their units of study may be excluded from further study or restricted in the amount of study they can undertake.

A student excluded from study under this clause has the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

2.3 Extension of Candidature

Students who are unable to complete their Program by their completion date may apply to extend their candidature within the duration of their Program. Applications for and extension of candidature are normally granted only under exceptional circumstances. Extensions to the allowable period for course enrolment may be

granted if the Academic Board is satisfied that mitigating circumstances prevented the student from completing the course within the maximum period. If approved, an individual enrolment plan would be applied to ensure that the student completes within the approved extension period.

2.4 Failure of Academic Progression

2.4.1 Poor Performance

Poor performance is defined as failure to pass 50% or more of enrolled units within one teaching period. If a student has been placed on a teach-out plan and fails to meet the progression requirements of that plan this is also considered poor performance.

Any student falling within the above categories may be “at risk” of non-progression and non-completion, although there are other conditions which determine the “at risk” status. Please refer to the *Intervention Strategy for Students at Risk*.

If a student demonstrates poor performance, the student may be excluded from study at the College for a maximum period of twelve (12) months.

2.4.2 Multiple Failures of Units

Multiple failure of a unit is defined as failing the same unit, or equivalent unit, on three (3) separate occasions.

Any student who fails the same unit or unit deemed equivalent by the College twice (2) may be “at risk” of non-progression and non-completion, although there are other conditions which determine the “at risk” status. Please refer to the *Intervention Strategy for Students at Risk*.

If failure of a single unit does occur on three (3) separate occasions the student may be excluded from study at the College for a maximum period of twelve (12) months.

2.4.3 Probational Enrolment

The College may offer to place students on probational enrolment in place of exclusion. This will occur on an annual basis, usually in December / January and may occur bi-annually in July if deemed necessary by the CEO and Dean. If offered, the student must:

- accept probational enrolment for a period of up to a maximum of twelve (12) months
- enrol for a reduced study load during the period of probational enrolment
- consult with Student Services and if required the relevant department head for assistance with study planning.

A student who passes less than 50% of the units attempted in the period of probational enrolment may be excluded from study at the College for a period of up to twelve (12) months. The student has the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

A student placed on probational enrolment has also the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

2.5 Support Strategies for Enabling Student Progression

2.5.1 The Student Services (SLS) Team

The Student Services Team is able to provide advice and direction to students in relation to their academic progress. If a student is showing signs of not coping, absenteeism, continually arriving late or leaving early then the lecturer may refer them to Student Services who can provide advice and direction about accessing a professional counselling service, including the College's Student Assistance Program (SAP), or appropriate staff.

2.5.2 Student Orientation

Information sessions provided to all new students.

2.5.3 Study Skills

The College offers free online enabling modules to help support student learning in first year, although students from subsequent years may also access these modules. In addition, students have access to academic consultation in line with the *Student Consultation Policy*.

2.5.4 Referral for Tutoring Assistance

Some students who experience difficulty with study and/or who identify as having a learning difficulty may require additional assistance to successfully complete

their unit/s. In such circumstances the lecturer will provide whatever assistance is reasonable and equitable. If further in-depth assistance is required the student is referred to Student Services, from whom a list of tutors registered to provide such tutoring services can be obtained (these services will usually attract an additional fee, to be paid by the student). It is the student's responsibility to contact a tutor and negotiate a commercial rate etc. for tutoring. Lecturers should not provide private tutoring to students in their current class/es.

In some units (e.g. certain science-based units), free tutoring support classes are held on a regular basis.

2.5.5 Referral for Counselling Services

Some students who experience difficulty with study and/or who identify as having difficulty may require counselling support to successfully complete their unit/s. In such circumstances, the lecturer will provide whatever assistance is reasonable and equitable. If further support is required, the student is referred to Student Services.

The College has partnered with Access Programs to provide students with a voluntary and confidential counselling service, known as the Student Assistance Program (SAP). The Student Assistance Program can assist when personal, family or related issues are impacting on students' wellbeing or quality of life. Through access to qualified counsellors, students have the opportunity to identify problems and find ways of resolving them. This service is free of charge to students for up to three (3) sessions.

If personal counselling is required, the student can be referred to the SAP or relevant agency.

2.5.6 Language Literacy and Numeracy

Students who self-identify as having language, literacy or numeracy difficulties or who are identified by a staff member as having language, literacy or numeracy difficulties should be referred to the Student Learning and Support team. Students may be referred to external services for assistance in this area and in this case may be liable to pay additional fees if they take advantage of those services.

This section applies to International Students on a Student Visa

2.6 Student Visa Restrictions and Requirements

International students studying on a student visa granted by the Australian government, are subject to restrictions and requirements that do not apply to other students. It is extremely important that International Students understand the academic progress requirements of their visas.

International students who hold a temporary visa other than a student visa must be able to demonstrate that they will be able to complete their course within the validity period of their visa. These students must advise the College in writing of the way in which they intend to complete the course in accordance with any conditions of their visa.

2.6.1 Study Loads

International students on a student visa are required to undertake full-time loads. Full time study at the College is defined as 75% - 100% of the regular study load of four (4) units a semester.

The enrolment load may be reduced as part of a documented intervention strategy, an approved special circumstances application or approved credit application implemented by the College.

2.6.2 Study Contact Mode

International students on a student visa are required:

- To undertake no more than one-third of the units (or equivalent) of a course in the online mode of study and not enrol exclusively in online mode of study in any one semester.
- To be enrolled in at least one (1) face to face unit in each semester, unless the student is completing the last unit of their course.

2.6.3 Course Duration

- The requirements for satisfactory course progress and the circumstances in which the College may extend the duration of a student's enrolment are set out below as required by Standards of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- International students studying in Australia on a student visa must always be in a position to complete their studies in the duration specified in their Confirmation of Enrolment (CoE).
- The CoE end date is normally determined by the standard full-time duration of the student's enrolled course. The duration may be shorter than the standard full-time duration if RPL has been granted to the student.
- The College may approve to extend a student's course duration where the student has provided evidence of compassionate or compelling circumstances, or as a result of a College intervention strategy. If an adjustment to the CoE end date is required and approved by the College, the student is responsible for the application of a new visa and payment of all fees associated with the student visa application.

2.7 Intervention Strategies for International Students

International students are subject to a number of different Visa requirements and an intervention strategy may be required to assist with progression.

An international student is deemed to have made unsatisfactory course progress if the student:

- a. Has failed 50% or more of their enrolled units in a semester OR
- b. Has failed the same unit more than once.

An Intervention strategy is a plan of action put in place for a student when it is identified that there are factors which could impact on their progression/completion in a course.

The College's *Intervention Strategy for Students at Risk* sets out various strategies that may be employed to assist students to progress through a course consistent with the timeframe set out in their CoE. An intervention strategy will be implemented to ensure the student's enrolment remains compliant with *National Code of Practice for*

Registration Authorities and Providers of Education and Training to Overseas Students 2018 requirements.

The College may extend the duration of a student's CoE as part of a documented intervention strategy to allow the student time to repeat necessary units or to vary the student's enrolment load. Any such changes must be recorded in PRISMS and documented on the student's file.

As the intervention strategies for domestic and international students on temporary visas, the intervention strategies for international students on a student visa may include the provision of:

- Study Skills Support Unit.
- Individualised academic workshops.
- Numeracy support.
- Extra tutorial support classes.
- Availability of Student Learning Support Advisors.
- Availability of academic and welfare support.
- Consultation times with lecturers, tutors, and SLS.
- International students' orientation session to enable links to be formed with other students from similar backgrounds

At a minimum, an intervention strategy will be implemented if a student does not successfully complete a unit in a semester.

The following factors may also result in an intervention strategy being activated for a student:

- A medical condition or disability that significantly impairs a student's ability to study
- Language, Literacy and Numeracy (LLN) skills including academic writing that require improvement.
- Failure of an assessment item
- Lecturer (or Lecturers) independently identifying a student is being at risk of failing a unit due to any other factor.

This section applies to ALL students

2.8 Consequences for Failing to Achieve Satisfactory Course Progress

2.8.1 International Students on a Student Visa

Students studying on a student visa who are assessed as failing to achieve satisfactory course progress will be issued an *Intention to Report letter* which informs the student that the College intends to report the student's unsatisfactory progress to the Department of Home Affairs (DHA). This is a requirement of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

The student has 20 working days to appeal against the College's intent to report, consistent with the *Grievances, Complaints and Appeals Policy and the National Code 2018*.

The College must notify DHA through PRISMS if a student has not achieved satisfactory course progress as soon as practicable, but within 10 business days from the date when the outcome of the internal complaints and appeals process is known, if the student:

- does not access the College's complaints and appeals process within 20 working days.
- withdraws from the process after the initial 20 working day period has elapsed:
or
- completes the complaints and appeals process but the process finds to support the decision of the College.

If the student is reported through PRISMS for unsatisfactory course progress the College will issue the student with a letter to inform the student that they have been reported to DHA for unsatisfactory course progress. DHA will then attempt to contact the student using the last address provided to the College registered on PRISMS. Students are also advised to contact DHA at this time to discuss any impact on their student visa.

If DHA is unable to contact the student, it may result in automatic cancellation of the student's visa. For this reason, it is vital that students provide the most up to date contact details to the College at all times. These details will be updated by the College on PRISMS within two (2) working days of notification of the change.

2.8.2 Domestic and International Students on a Temporary Visa other than a Student Visa

International students who do not hold a student visa and who do not achieve satisfactory course progress may be excluded from further study or be restricted in the amount of study they can undertake.

A letter will be sent to inform such students of the College's intention to exclude them. The student may not enrol in any unit or course in the College during the period of exclusion. The period of exclusion will be determined by the CEO and Dean but will not exceed a maximum of twelve (12) months. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course or to the College and must apply formally for re-admission to their original course of study or to a different course of study. The requirements for the course that are current at the time of any re-admission will apply to the student's re-enrolment.

A student excluded from study has the right of appeal as per the *Grievances, Complaints and Appeals Policy and Procedure*.

2.9 Student Responsibilities to Ensure Adequate Course Progress

Students must take care to:

- a. Follow the academic requirements of the College, including any enrolment, assessment and attendance guidelines.
- b. Carefully consider their choice of units each semester.
- c. Seek relevant support / professional assistance if a situation arises (e.g.: psychological, medical, emotional, social etc.) which has the capacity to impact upon their academic progress.
- d. Proactively seek and follow enrolment and academic advice from the relevant staff member.
- e. Make dedicated use of learning support services offered by the College.

- f. Achieve the minimum progression rate as defined in the course and unit requirements.
- g. Make the College aware of any impediment to their academic progress in a timely fashion where appropriate.

It is recommended that students contact the Student Learning Support (SLS) team to ensure provision of appropriate support where necessary:

- in cases of disability or health conditions that may impact upon study to ensure provision of support that ensures equal participation or
- in cases where English is a second language

2.10 Right of Appeal

A student excluded from study under this policy has the right of appeal as per the *Grievances, Complaints and Appeals Policy*.

3 Definitions

- **DHA** – Department of Home Affairs
- **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 studied and passed and/or being charged for this. If course curriculum has had additional units/topics added to it as a result of accreditation and in response to professional best practice guidelines, then the student is required to undertake these additional units/topics and will be subsequently charged for them. This ensures that the student graduates with the best current educational and professional practice outcomes, allowing for registration with professional bodies and maximising career success.
- **ESOS – Education Services for Overseas Students** - A legislative framework, administered by the Australian Government, addressing the responsibility of education institutions towards overseas students.
- **Paradigm** – the College's Student Management System which contains the records of the College courses, units, tuition fees, student personal information and student course enrolment information.

- **Part time student** is a student whose regular pattern of attendance is less than the full time equivalent (FTE) study load; i.e. an FTE of less than 1. In order to ensure course progression, the FTE of a part time student must be a minimum of .5 for units attributed to a given semester of study (thus allowing for online study intakes).
- **PRISMS** – Provider Registration and International Students. It is a secure computer system that contains details of all education institutions, their courses and every student studying in Australia on a student visa <https://prisms.education.gov.au/>
- **Student/Learner** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.
- **Successful Completion of a Unit** - A unit is deemed to have been successfully completed if the student receives a final grade of Pass or above.

4 Related Documents

- Academic Integrity Policy
 - Deferring, Suspending or Cancelling Enrolment Policy - International Students
 - English Proficiency Policy
 - Grievances, Complaints and Appeals Policy
 - Recognition of Prior Learning (RPL)
 - Student Consultation Policy
 - Students At Risk Intervention Strategy
- Legislation:**
- Higher Education Standards Framework 2015
 - Tertiary Education Quality and Standards Agency Act 2011
 - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

5 Policy Administration

Policy Name & Code:			Academic Progression Policy and Procedure – Domestic and International (POL-02)
Policy Owner:			CEO and Dean / Associate Dean
Approval Authority:			Academic Board (ACPE)
Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
Mar 2017	Mar 2017	1	Document harmonised. Approved by Academic Board in March 2017.
Feb 2018	26 Feb 18	2	Content revised. Approved by Academic Board, effective 26 Feb 2018.
26 Jun 18	27 Jun 18	3	<ul style="list-style-type: none"> • Revision includes rebranding to apply to only ACPE, from former SGA harmonised Academic Progression - UG Policy of 2016. • References to other Study Group Australia colleges have been removed. • References to Director of Education have been replaced with Dean & Operations Director. • References to Executive Director replaced with Dean and Operations Director. • References to Director, Student Services & Retention replaced with Director of Student Services and Campus Wellbeing. • References to Course Convenors replaced with Head of Department. • Changes made to policy format: <ul style="list-style-type: none"> - Old logo with references to Study Group removed. - Document code, version and dates moved to Policy Administration Section. Paragraphs numbered. - 'Further information section' with references to related policies moved to new 'Related Documents' section. It includes list of all related policies, procedures, and other documents. - 'Policy Administration' table reformatted. - Numbering system updated. - Footer updated to include document title, document number and document version.
04 Oct 18	05 Oct 18	4	<ul style="list-style-type: none"> • Revision to ensure content complies with relevant HES (1.3.2, 1.3.3, 1.3.5, 1.3.6). • Section 2.3 <i>Extension of Candidature</i> added.

14 Mar 19	14 Mar 19	4.1	<ul style="list-style-type: none"> References to Dean and Operations Director replaced with CEO and Dean. References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.
08 Aug 20	26 Nov 20	5	<p>Revision: March and June 2020</p> <ul style="list-style-type: none"> Policy updated to include sections relevant to international students on student visas. Academic Progression Policy and Procedure for Domestic Students renamed "<i>Academic Progression Policy and Procedure – Domestic and International Students</i>". Policy content updated to reflect current College's practices and ensure compliance with the ESOS Act 2000 and National Code 2018. References to 'rules' updated with 'requirements'.

* Unless otherwise indicated, this policy will still apply beyond the review date.