

# COURSE PROGRESSION POLICY FOR INTERNATIONAL STUDENTS

<b>Document Name</b>	ACAP_1_A_POL_Course_Progress_Int_181012	
<b>Date of Next Review</b>	10 July 2021	
<b>Approved by</b>	Academic Board	10 July 2018
<b>Responsible Person</b>	Dean	
<b>Related Documents</b>	Student Support Policy, Navitas Privacy Policy, Grievances, Complaints and Appeals Policy and Procedure, Student Records Management Policy and Records Retention and Disposal Schedule.	
<b>References and Legislation</b>	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

## 1. Purpose:

The College monitors student progression in order to provide timely intervention and appropriate support in order to assist international student to complete their course within the terms of their student visa, and to ensure that students do not incur unnecessary debt.

The policy defines unsatisfactory course progression, specifies the way in which the College will intervene to support international students at risk of not making satisfactory course progression, and makes clear the consequences for making unsatisfactory course progression.

## 2. Scope:

The policy applies to international students enrolled in higher education courses offered by the College.

## 3. Definitions:

Term	Definition
<i>Academic year</i>	A full year of academic study with an equivalent full-time study load (EFTSL) of 1.0. This can vary from course to course, but normally comprises two or three trimesters.
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>AQF</i>	The Australian Qualifications Framework.
<i>At risk</i>	Students who are at risk of not making satisfactory course progression.
<i>College</i>	The Australian College of Applied Psychology (ACAP).

<b>Term</b>	<b>Definition</b>
<i>Compulsory Study Period</i>	The compulsory study period is the standard trimester(s) of study stated in the international student's CoE for the program. It excludes summer Discipline.
<i>DoET</i>	Department of Education
<i>DHA</i>	refers to the Australian Government's Department of Home Affairs
<i>Full-time load</i>	The published Equivalent Full-time Study Load (EFTSL) value is equal to 1 for full year or 0.33 for a trimester. The EFTSL is a measure of the study load for each unit of study.
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Learning Agreement</i>	A document which lists the intervention measures implemented by the College and agreed to by the student.
<i>PRISMS</i>	The Australian Government's Provider Registration and International Student Registration System.
<i>Trimester</i>	The name for each of the three standard academic periods/terms in an academic calendar year.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

#### 4. Policy

The College proactively monitors international student progression in order to provide timely intervention and appropriate support in order to assist international student to complete their course within the terms of their student visa, and to ensure that students do not incur unnecessary debt.

##### 4.1 Principles

The following principles underpin the student course progression policy and processes:

##### 4.1.1 Responsibility

All students are ultimately responsible for their own academic progress.

##### 4.1.2 Duty of care toward the student

- Providing appropriate, timely and proactive information to students regarding their academic progress are expected to complete their studies within the maximum time to completion for their course.
- Providing appropriate, timely and proactive support for students in order that they may achieve their academic goals and course outcomes.
- Ensuring that student debt for the enrolled course is kept to a minimum.

##### 4.1.3 Timeliness

Course progression is monitored on a trimester basis by the Student Progression Panels upon approval of grades by the Assessment Panels. The National Manager of Student Services' Office ensures that decisions and processes concerning course progression are completed as soon as

possible after the approval of results by the Assessment Panels and in time for students to take appropriate action prior to census.

#### **4.1.4 Record-keeping and access to records**

A Course Progression Register is kept by the Office of the Director of Operations and is updated at appropriate times during the academic year. Records will be kept strictly confidential and in accordance with the Navitas Privacy Policy.

#### **4.1.5 Identification on the basis of academic results**

Students are identified under this policy in relation to the academic progression Stages on the basis of academic results.

### **4.2 Course Progression Rules**

**4.2.1** Students are normally required to make satisfactory course progression to maintain enrolment in their course.

**4.2.2** Students who are identified as making Unsatisfactory Course Progression will be given written notice of the College's intention to report the student to the DHA and the DoE. The student will have the opportunity to appeal internally and externally within 20 working days. If the student chooses not to appeal or if the appeal process is unsuccessful the College will report the student through PRISMS.

**4.2.3** Students who are identified under this policy normally move sequentially between the intervention Stages 1 and 2.

**4.2.4** Students are required to observe any additional progression rules relating to their course as specified by the College in the course guide or course handbook.

### **4.3 Course progression stages and criteria**

There are three Stages of intervention in the management of Unsatisfactory Course Progression. These Stages are: Academic Caution, At Risk, and Discontinuation of Enrolment.

The Academic Board approves the criteria by which students are considered to be making unsatisfactory course progression and approves criteria by which students are identified at the three intervention Stages.

*Schedule 1* sets out the approved criteria.

#### **4.3.1 Stage 1: Academic caution**

The first Stage in the management of student course progression is the Academic Caution stage. Students are identified at this Stage if they meet the criteria for Academic Caution as specified in Schedule 1.

Students who meet the criteria for Stage 1 as specified in Schedule 1 are notified in writing (mail or email) by the Office of the Director of Operations. The communication will:

- inform the student of support available in academic skills, study skills and personal support;
- make available a Study Success self-survey (Stage 1) which helps students identify issues and problems and includes the contact information of appropriate support services; and
- Instruct the student to;
  - contact the appropriate support service provided by the College;
  - negotiate a Learning Agreement which will document the intervention measures implemented by the College and agreed to by the student; and
  - provide a scanned copy of the Learning Agreement to the National International Student Coordinator at [international@acap.edu.au](mailto:international@acap.edu.au) within 10 working days of notification.
- Inform the student of the criteria and consequences of moving to Stage 2 in the management of unsatisfactory course progression.

Students at Stage 1 will also be reported to the respective Discipline. The Discipline normally contacts the student at this Stage to offer support and to advise the student in relation to the management of course progression.

The respective Discipline may have course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

The course progression status of students identified at this Stage will be changed to “Academic Caution”.

Students declared as having an academic status of Academic Caution will be subject to the following conditions on their enrolment in the following trimester:

- re-enrolment in the failed unit(s); and
- attendance at an academic counselling session with the relevant Discipline(s) to discuss and agree a study plan for the failed unit(s).

While on Academic Caution, a student may also be required to:

- maintain a satisfactory record of attendance in all enrolled units;
- attending regular scheduled meetings with an academic supervisor;
- attend regular scheduled meetings with a Campus Student Learning Advisor.

Where a student fails to meet the conditions of their Academic Caution status they will be advised in writing that their course progression status will be escalated to At Risk and that they may be issued with a Notice of Intent to Report the student to the DHA and the DoE.

#### **4.3.2 Stage 2: At risk of making unsatisfactory course progression**

Students are At Risk of making Unsatisfactory Course Progression if they meet the criteria for Stage 2: At Risk as specified in Schedule 1.

Students who are identified as being At Risk of making Unsatisfactory Course Progression are notified in writing (mail or email) by the Office of the Director of Operations. The communication will:

- Inform the student of support available in academic skills, study skills and personal support;
- Make available a Study Success self-survey (Stage 2) which helps students identify issues and problems and includes the contact information of appropriate support services; and
- Instruct the student to;
  - contact the appropriate support service provided by the College;
  - negotiate a Learning Agreement which will document the intervention measures implemented by the College and agreed to by the student; and
  - provide a scanned copy of the Learning Agreement to the International Student Coordinator at [international@acap.edu.au](mailto:international@acap.edu.au) within 10 working days of notification.
- Inform the student of the criteria and consequences of moving to Stage 2 in the management of unsatisfactory course progression.

Students at this Stage will also be reported to the respective Discipline. The Discipline normally contacts the student to offer support and to advise the student in relation to the management of course progression.

The Discipline may have other course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

The course progression status of students identified at this Stage will be changed to “At Risk”.

Students declared as having an academic status of At Risk will be subject to the following conditions on their enrolment in the following trimester:

- re-enrolment in the failed unit(s); and
- attendance at an academic counselling session with the relevant Discipline(s) to discuss and agree a study plan for the failed unit(s).

While on At Risk, a student may also be required to:

- maintain a satisfactory record of attendance in all enrolled units;
- attending regular scheduled meetings with an academic supervisor;
- attend regular scheduled meetings with a Campus Student Learning Advisor;
- attend regular scheduled meetings with a Campus Student Counsellor;
- attend study skills workshops;
- attend a PASS program;
- reduce their study load.

Students at this Stage are encouraged to assess their commitment to their studies and/or consider a course at a more appropriate level of study.

Where a student fails to meet the conditions of their At Risk status they will be advised in writing that their course progression status will be escalated to Unsatisfactory Course Progression and that they will be issued with a Notice of Intent to Report the student to the DHA and the DoE.

#### **4.3.3 Stage 3: Unsatisfactory course progression and discontinuation of enrolment**

The third Stage of the intervention identifies students who have made unsatisfactory course progression as specified in Schedule 1.

For international students, the criteria for Stage 3 unsatisfactory course progression includes being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criterion applies from the first trimester of study.

Students who are identified as making unsatisfactory course progression will be given written notice of the College's intention to report the student to the DHA and the DoE. The student will have the opportunity to appeal internally and externally within 20 working days. If the student chooses not to appeal or if the appeal process is unsuccessful the College will report the student through PRISMS.

The enrolment of students who are considered to be making unsatisfactory course progression will be discontinued.

#### **4.3.4 Appeals**

Students are able to appeal any decision taken by the College in the management of academic progression by using the Grievances, Complaints and Appeals Policy and Procedure within 20 working days of the date of notification of the decision.

### **5. Responsibilities**

The **Academic Board** approves the criteria by which students are considered to be making Unsatisfactory Course Progression and approves criteria by which students are identified at the three intervention Stages.

The **Office of the Director of Operation** is responsible for identifying students under this policy, for keeping course progression records and for communications with students in relation to this policy.

Students are responsible for taking the appropriate action under this policy.

Services such as Student Learning Support, Student Counsellors, AccessAbility Advisors as well as Disciplines and respective course coordinators are responsible for providing advice to students and the **Office of the Director of Operations** in relation to this policy.

## 6. Document Management Control

Date	Summary of Changes	Author
1/10/2007	Policy established	Dean
7/09/2015	Stages of course progression management changed	Dean
25/01/2016	Minor template technical amendments	Dean
30/06/2017	Administrative update to business and academic titles and roles	Dean
10/07/2018	Changes to roles and responsibilities	Dean
12/10/2018	Change of template	VET Compliance Manager

**Schedule 1 Course Progression Policy and Procedure for International Students**

Stage	Higher Education
<b>Stage 1: Academic Caution</b>	Fail 50% or more of enrolled units in a trimester based on a full-time load
<b>Stage 2: At risk</b>	Students at Stage 1 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit twice
<b>Stage 3: Unsatisfactory course progression</b>	Students at Stage 2 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit three times and/or Are not able to complete their course within the terms of their COE and/or Being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criteria applies from the first trimester of study