

# Academic Progression Procedures

## 1. Governing policy

The *Academic Progression Procedures* (“procedures”) relate to the *Academic Progression Policy*.

## 2. Purpose

These procedures describe how students and staff of the Institution are to enact the *Academic Progression Policy*, including outlining the criteria for the various levels of academic standing. It is essential that students complete their courses of study within the expected course duration. These procedures provide a means by which the Institution identifies and intervenes in cases where students are not achieving satisfactory academic progression. These procedures also define the circumstances where the Institution may allow a student to exceed the normal study load.

## 3. Scope

These procedures apply to all students and staff of the Institution, except those students studying ELICOS who are governed by the *ELICOS Course Progression Policy*.

## 4. Maximum course duration

4.1 A student must complete their course within the expected course duration or an approved maximum course duration. The expected course duration is outlined in the Letter of Offer and Written Agreement and issued to the students during the admissions process; this includes the Confirmation of Enrolment which is issued to international students, in addition to the Letter of Offer and Written Agreement. The Institution may specify a shorter or longer time in the course rules for a particular course, subject to approval by the Academic Board.

4.2 The maximum time for completion is calculated from the first day of the first study period of a student’s enrolment in their course to the last day of the projected completion study period, and is based on their chosen study load, either full-time or part-time. The required number of study periods for full-time and/or part-time study loads are outlined in the accreditation documents for each course.

4.3 The maximum time for course completion is reduced on a pro-rata basis where a student is granted credit towards their course.

4.4 Due to extenuating circumstances, students who fail to complete within the expected course duration or an approved maximum course completion time and who can reasonably be expected to meet the course requirements within two additional study periods (inclusive of any intervention strategies employed by the Institution and the student during the student's study) may apply for an extension of time in accordance with the Extension of Course Duration Procedures.

## **5. Normal study load, accelerated study load and credit overload**

5.1 The full-time study load can be found in the course progression rules and requirements of each course. The typical full-time study load (for students who are not on work integrated learning (WIL)) in one study period is:

- no more than 9 credit points and no less than 6 credit points (a total of 27 credit points per year) for undergraduate courses; and
- no more than 12 credit points and no less than 8 credit points (a total of 36 credit points per year) for postgraduate courses.

5.2 The accelerated study load (for students who are not on work integrated learning) in one study period is:

- 12 credit points (36 credit points per year) for undergraduate courses; and
- 16 credit points (48 credit points per year) for postgraduate courses.

5.3 Students undertaking a WIL subject, may complete WIL on its own *or* they may complete additional credit points to the WIL subject as outlined below:

- a maximum of 9 credit points per study period for undergraduate courses (this equates to WIL plus one additional subject); and
- a maximum of 12 credit points per study period for postgraduate courses (this equates to WIL plus one additional subject).

5.4 In exceptional cases, for example where a student has progressed successfully in previous teaching periods and requires a subject overload of one additional subject to complete the course, approval for a higher study load can be attained in accordance with the Change of Study Load Procedures. An overload in one

study period can be defined as:

- 15 credit points for undergraduate courses (not including WIL); and
- 20 credit points for postgraduate courses (not including WIL);
- 12 credit points for undergraduate courses in one study period for students undertaking WIL (this equates to one WIL subject plus two additional subjects); and
- 16 credit points for postgraduate courses in one study period for students undertaking WIL (this equates to one WIL subject plus two additional subjects).

5.5 In each enrolled study period, international students who are on-shore must study at least one subject that is not taught fully online, unless the student is completing the last subject of their course.

## **6. Repeated fails in a subject**

6.1 At the end of the study period, a student who fails the same subject for a second time is deemed as on “Probation” and must seek academic advice from the Program Manager about their suitability for the course prior to enrolling in the next study period.

6.2 A student who fails the same subject a third time will be excluded from the course for failing to meet satisfactory academic progression.

## **7. Procedures for monitoring academic progression**

7.1 The procedures outlined in paragraphs 7.2 to 7.8 are applied to each undergraduate and postgraduate student’s trimester results to determine their academic performance, academic standing and progression status. Appropriate interventions are approved by the Board of Examiners and communicated to, and discussed with, students to support their successful progression towards completions within the expected or approved course duration.

7.2 Students’ academic progress is monitored at different points within and across each study period.

7.3 The Support for Students Policy prescribes the support for both students at risk of failing to maintain satisfactory academic progress and students that require additional non-academic support (e.g. mental health and wellbeing).

### **7.3 Early study period - informal review**

7.3.1 During each study period, lecturers monitor the participation, engagement and progress of the students in their class, implementing early intervention, if necessary, to enable students to achieve academic success.

7.3.2 If in the first three weeks of the study period, a student is showing indications of low or no participation, engagement and/or progress, such as listed below, the lecturer advises, encourages and supports the student to improve their academic performance:

- poor attendance;
- lack of participation in class or online lecture;
- lack of engagement with learning resources or online activity;
- non-submission of the first assessment; or
- failed early assessment task.

### **7.4 Mid-study period formal review for early intervention**

7.4.1 During the mid-study period, lecturers formally identify students as described in paragraph 7.3 by completing the relevant form.

7.4.2 The lecturer completes a form (normally in Weeks 4-5), indicating those students that appear to be at risk of not progressing satisfactorily and outline any existing interventions that are in place. The Student Centre and the Student Success Centre (SSC) subsequently communicates with those students identified with the aim of assisting students to improve their academic performance. The Student Centre shares the details of these early intervention notifications with Program Managers and the Student Success Centre to inform their subsequent conversations with the individual students.

7.4.3 Depending on participation, engagement and/or progress, advice to the student from the SSC may include referring students to specialist support areas such as the:

- Student Success Centre for assistance with academic, literacy and study skills;
- Academic Consulting Office for progression and academic advice;
- Wellness Team for personal issues affecting study or personal matters; or

- Peer Assisted Learning (PALS) program for less formal subject specific support coordinated by the Student Success Centre.

7.4.5 Students are responsible for acting on these early intervention notifications as suggested by the SSC so that they can improve their academic performance.

### **7.5 End of study period - formal review of Academic Standing**

7.5.1 At the end of each study period, after grades are finalised by the Board of Examiners, Academic Standing is determined for each student on the basis of the credit load successfully completed and passed in the current study period, together with the level of academic standing at the end of the previous study period.

7.5.2 The criteria for determining Levels of Academic Standing are detailed in Table 1 below.

7.5.3 Any student with the level of Academic Standing other than Good Standing will be deemed to be at risk of not achieving satisfactory academic progression and is further considered by the Board of Examiners.

7.5.4 The Board of Examiners considers each case individually and determine appropriate intervention strategies to support the student to succeed in their next study period.

7.5.5 Intervention strategies include, but are not limited to:

- specialist support from the SSC;
- support from the Wellness Team, where disabilities, wellbeing or medical conditions are impacting on the student's ability to participate or progress (in these cases, referral to other types of external support may be required);
- referral to an academic staff member for additional instruction/advice
- reduced study load in a study period;
- specifying attendance, participation or online engagement requirements;
- specifying the subject(s) the student must undertake in the next enrolment period (e.g. repeating a specific subject);
- creating a study plan describing the order of subjects to be completed over the course duration; or

- other interventions appropriate to the case.

## **7.6 Notification to students for not meeting Academic Standing**

7.6.1 Those students at risk of not achieving satisfactory academic progress, are advised, by the Student Centre, of their level of academic standing and are provided with targeted information concerning the intervention strategies and processes specific to their academic standing and associated needs. Students are responsible for acting on intervention strategies to ensure that they continue to meet academic progression requirement in the course.

7.6.2 Recommendations and actions are emailed to the student by the Student Centre within 10 working days after the Board of Examiners meeting, and the information is recorded in the Student Record Management System.

7.6.3 Domestic students who do not meet satisfactory course progress are informed of their eligibility to access FEE HELP/HECS HELP when their eligibility for FEE-HELP/HECS HELP is at risk.

7.6.4 International students are also advised of the possible consequences of not maintaining their academic performance including the risk of having their student visa cancelled by the Department of Home Affairs (DHA).

## **7.7 Notification for suspension of enrolment**

7.7.1 At the end of each study period, students who have been deemed as "Suspension" (SUS) for not meeting academic progression for three successive study periods by the Board of Examiners, have their enrolment suspended and be required to take a break from their studies, typically for two study periods as determined by the Board of Examiners, but have an automatic right of re-admission to the current version of same course at the end of the suspension (subject to availability).

7.7.2 During the two study periods of suspension a student cannot enrol in any subject that would be undertaken during the suspension period and must agree to an intervention strategy with their Program Manager (or delegate) before their return to studies.

7.7.3 This intervention strategy (outlined in 7.5.5) must include agreed subjects for enrolment and be submitted along with the student's application for

readmission.

7.7.4 A student who applies successfully for re-admission following a period of suspension, is placed on “Probation” (PRO) standing for the initial study period.

### ***7.8 Notification of Intention to Report/Cancel to students failing to maintain satisfactory academic progression***

7.8.1 At the end of each study period, students who have been deemed as “Exclusion” (EXC) by the Board of Examiners, are issued with a notice of intention to report or cancel letter via email from the Registrar.

7.8.2 The notice of intention to report/cancel includes information about the student’s right to request a review of the decision within 20 working days by lodging a formal complaint. Refer to the Complaints and Appeals Policy and Complaints and Appeals Procedures.

7.8.3 All students excluded on this basis are ineligible to re-enter the Institution in same or another course for a period of two years.

**Table 1: Levels of Academic Standing**

<b>Level of Academic Standing</b>	<b>Definition</b>	<b>Types of Action or Intervention</b>
<b>Good Standing (GS)</b>	Have passed 51% or more of total credit points enrolled in the study period	Issue “Good Standing” Letter. No intervention required.
<b>At Risk (AR)</b>	Have passed less than 51% of total credit points enrolled in the study period	Issue “At Risk” Letter and outline the intervention strategy as determined by the Board of Examiners. Refer to paragraph 7.5.

<p><b>Conditional Enrolment (CE)</b></p>	<p>Have passed less than 51% of total credit points enrolled in two consecutive study periods</p>	<p>Issue “Conditional Enrolment” Letter outlining the intervention and imposed condition (if applicable) for re-enrolment in the next study period. Refer to paragraph 7.5.</p>
<p><b>Suspension (SUS)</b></p>	<p>Have passed less than 51% of total credit points enrolled in three successive study periods</p>	<p>Issue “Suspension of Enrolment” Letter outlining the enrolment suspension period of two study periods as determined by the Board of Examiners. Refer to paragraph 7.7.</p>
<p><b>Probation (PRO)</b></p>	<p>Only applicable for students who have:</p> <ul style="list-style-type: none"> <li>• returned to study after the Suspension period OR</li> <li>• Failed to same subject twice as per section 6 above.</li> </ul> <p>Note: If the student passes 51% or more of total credit points enrolled in the study period, the student are returned to “Good Standing”</p> <p>If the student passes less than 51% of total credit points enrolled in the study period, the student is placed on “Exclusion”.</p>	<p>Issue “Good Standing” Letter and no intervention required.</p> <p style="text-align: center;">OR</p> <p>Issue “Intention to Report/Cancel” letter. See below “Exclusion” level.</p>



<p style="text-align: center;"><b>Exclusion (EXC)</b></p>	<p style="text-align: center;">If the student returns from a suspension (and while on “Probation”), passes less than 51% of total credit points enrolled, the student is excluded OR Failed the same subject three times.</p>	<p style="text-align: center;">Issue “Intention to Report” Letter for International students. OR Issue “Intention to Cancel” Letter to Domestic students. Both letters outline the two years exclusion period and the student’s right to lodge a complaint about the decision within 20 working days as per the <i>Complaints and Appeals Policy and Complaints and Appeals Procedures</i>.</p>
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### **7.9 Reporting of international students in PRISMS**

7.9.1 International students are reported to the Department of Education and Training (DET) and the Department of Home Affairs (DHA) for academic non-progression. Exclusion decisions are not finalised and student’s enrolment is not cancelled until:

- the 20 working days allowed for lodging a complaint has elapsed;
- if the students lodges an internal appeal (after the outcome of a complaint), the appeal resolution process is complete and supports the decision to exclude; or
- if the student lodges an external appeal, the external review process is complete and supports the decision to exclude.

7.9.2 In the case of International students, satisfactory progression is also reviewed to assess if they can complete the course within the expected duration as stated on their Confirmation of Enrolment (National Code, Standard 8) and that the Institution has an obligation to notify the DET and DHA of students who have made unsatisfactory academic progress, which could result in the cancellation of their student visa.

7.9.3 The Institution may extend the duration of an international student’s enrolment if the Institution has assessed that there are extenuating circumstances contributing to the student not achieving satisfactory academic

progress or where the student is participating in an intervention strategy to improve their academic performance.

7.9.4 It is the student's responsibility to ensure any associated visa impacts are determined with DHA.

## **8. Compliance, monitoring and reporting**

8.1.1 In accordance with the Standards for Higher Education, Section 1.3, Standard 4 and the National Code Standard 8, this procedure identifies students at risk of unsatisfactory progress and ensures the provision of specific support for students in this circumstance.

8.2.1 All decisions about academic progression are recorded in the Student Record Management System by the Registrar. Students are notified by the Registrar by email of any decisions related to academic progression and a copy of that notification is kept in the Student Record Management System.

## **9. Related documents**

*Academic Progression Policy*

*Admissions Policy*

*Admissions Guidebook*

*Assessment Policy*

*Complaints and Appeals Policy*

*Complaints and Appeals Procedures*

*Student Review of Assessment Results Procedures*

**Approved by Learning and Teaching Committee (LTC) on 28 July 2022  
(updated 7 November 2024)**