ELICOS Course Progression Policy

1. Purpose

This policy outlines the Institution's approach for monitoring course progress for international students studying English Language Intensive Courses for Overseas Students (ELICOS) to ensure the Institution's compliance with Standard 8 of the National Code 2018.

2. Scope

This policy applies to all international students who are studying an ELICOS program.

3. Definitions

See Glossary of Terms.

4. Policy statements

4.1 The Institution monitors course progress for each study period in order to uphold its obligations under the National Code 2018 and ELICOS Standards 2018 and to provide opportunities for success.

4.2 The Institution informs students before they commence their course of the requirements to achieve satisfactory course progress in each study period.

4.3 Students are required to:

a. maintain enrolment, meet course progression requirements (as per this policy) and attendance requirements (as per the ELICOS and Foundation Attendance Policy);

b. complete their course within the time specified on their Confirmation of Enrolment unless an extension has been granted according to the Extension of Course Duration Procedures.

c. Enrol in a full-time study load in each study period unless otherwise approved by the Institution.

4.4 Students are required to successfully complete all required course assignments, tests and activities in order to meet satisfactory course progress.

4.5 All ELICOS students are assessed using a grading system (outlined in the table below). For students to make satisfactory course progress they must move up a level at the end of every 10 weeks.

Grade	IELTS equivalent
AE8	Overall > 6.5 (with no band less than 6.0)
AE7	Overall > 6.0 (with no band less than 5.5)
AE6	Overall > 5.5 (with no band less than 5.0)
AE5	Overall > 5.0 (with no band less than 4.5)
AE4	Overall > 4.5 (with no band less than 4.0)
AE3	Overall > 4.0 (with no band less than 3.5)
AE2	Overall > 3.5 (with no band less than 3.0)
AE1	Overall < 3.5

* The IELTS bands are writing, speaking, reading and listening

4.6 Course progress is monitored to ensure that students can complete their course within the expected duration on the student's Confirmation of Enrolment (CoE).

4.7 The Institution records and assesses course progress, in accordance with the ELICOS Course Progression Procedures, in order to identify, notify and assist students who are at risk of failing to maintain satisfactory course progress.

4.8 An intervention strategy is enacted in a timely manner to support students who are identified at risk of not meeting satisfactory course progress requirements.

4.9 The Institution is obliged to report any student who fails to maintain satisfactory course progress to the Department of Home Affairs (DHA) as specified in the ELICOS Course Progression Procedures and in accordance with the Suspension and Cancellation Procedures.

4.10 There are limited circumstances in which a student may not be reported to the DHA as specified in the ELICOS Course Progression Procedures.

4.11 Where a student fails to meet academic progression requirements, the Institution may suspend or exclude that student from a course, in accordance with the Suspension and Cancellation Procedures, or impose conditions on their enrolment.

5. Roles and responsibilities

5.1 The Head of English Language and Foundation Programs is the responsible officer of this policy.

5.2 The Academic Board is responsible for approving progression requirements and the criteria by which the levels of academic standing are determined.

6. Related documents

ELICOS Course Progression Policy

ELICOS and Foundation Attendance Policy

ELICOS and Foundation Attendance Procedures

Approved by Academic Board on 11 October 2024