

Title of Policy	International Student Course Progression Policy
Purpose of Policy	This policy addresses the College's minimum standards of academic performance for international students. The policy details the way in which the College identifies international students who are 'At Risk' of making unsatisfactory course progression and the measures that it employs to assist 'At Risk' students to complete their studies within the specified duration of their student visa. The policy also outlines the process whereby an international student's enrolment can be suspended and/or cancelled as a result of unsatisfactory course progression.
Scope of Policy	This policy applies to international students studying in Australia with a student visa enrolled in a course of study at the College.
Definition of Terminology	<p>Minimum Standards for Academic Performance: These are the minimum academic standards that an international student studying at the College must meet. If an international student fails to meet these academic standards then they are considered to be 'At Risk'.</p> <p>Satisfactory Performance: A student is considered to have made satisfactory performance when s/he has passed at least 50% of his or her unit/s of study across a standard full-year of academic study stipulated for their course, which is normally either three (3) consecutive standard study periods or two (2) consecutive study periods, depending on the course of enrolment.</p> <p>Unsatisfactory Course Progression: A student is considered to not have made satisfactory performance if s/he has not attained a final grade of a pass or higher in at least 50% of his or her unit/s of study across the standard full-year of academic study stipulated for their course.</p> <p>At Risk Student: A student is considered to be 'At Risk' if they have not passed at least 50% of his or her unit/s of study across either:</p> <ul style="list-style-type: none"> • two (2) consecutive study periods where a standard full-year of academic study stipulated for their course is three (3) study periods. • one (1) study period where a standard full-year of academic study stipulated for their course is two (2) study periods. <p>'At Risk' students are required to enter into a learning contract with the College as is specified in the College's academic intervention strategy.</p> <p>Standard Study Period: A study period at the College is referred to as a term of study. The College has three standard 12-week terms and one summer school term.</p> <p>Suspension of enrolment: Refers to temporary suspension of enrolment and occurs at the discretion of the College Registrar (or a delegated representative of the College Registrar) for a variety of reasons including but not limited to unsatisfactory course progress.</p> <p>Cancellation of enrolment: Refers to permanent suspension of enrolment and occurs at the discretion of the College Registrar (or a delegated representative of the College Registrar) for a variety of reasons including but not limited to unsatisfactory course progress.</p>
Policy Content	<p>Monitoring of Course Progression</p> <p>The College monitors and records the academic performance of its international students to assess if they are 'At Risk' of failing to meet the College's minimum standards for academic performance after every study period. This process enables the College to effectively assist international students who are having difficulty with their studies and allows the College to monitor the course progress of international students to ensure that they will complete their studies within the specified duration of their student visa.</p> <p>Responsibility for monitoring the academic performance of international students lies with the Registrar who can delegate certain responsibilities to appropriate staff members as required.</p> <p>When student results for a study period are approved by the Results Review Committee, they are then reviewed by the College Registrar (or the delegated representative of the Registrar in other campuses) to identify any international students that have failed to satisfy the College's minimum standards for academic performance and are therefore considered to be 'At Risk'.</p> <p>In order to satisfy the minimum standards for academic performance a student must achieve the <i>Satisfactory Performance</i> requirements defined in this policy.</p> <p>Assistance for Students Identified as 'At Risk'</p> <p>If an international student is considered to be 'At Risk' as defined in this policy, he or she will be sent a notification of this by the College Registrar (or the delegated representative of the Registrar in other campuses) within the first two weeks of the following study period.</p> <p>This notification will contain the following information.</p> <ul style="list-style-type: none"> • Firstly, it informs the student that, as they have failed to meet the minimum standards for academic performance, that they are considered to be 'At Risk' and that they must undertake the College's Academic Intervention Strategy. • Secondly, it informs the student that, as a part of the College's Academic Intervention Strategy, they are required to make contact with the Student Support Office at their Campus within 20

days of the date on the Notification Letter in order to agree on a Learning Contract.

- Thirdly, the Notification Letter will inform students that if they feel they have been identified as 'At Risk' unjustly, then they have 20 working days to appeal this through the College's grievances and appeals procedures.

The Registrar (or the delegated representative of the Registrar in other campuses) then notifies the Student Support Office at each respective campus as to which students have been identified as 'At Risk'. The Student Support Office will then follow up with 'At Risk' students to arrange a suitable time to discuss the College's Academic Intervention Strategy.

If it becomes clear that an international student studying in Australia will not complete the course within the expected duration, as specified on the student's Confirmation of Enrolment (CoE), then the College may only extend the duration of the student's study as the result of:

- a) compassionate or compelling circumstances (for example, illness where a medical certificate states that the student was unable to attend classes or where ACAP was unable to offer a pre-requisite unit);
- b) the College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- c) an approved deferment or suspension of study has been granted.

Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with the information above, ACAP is to record this variation and the reasons for it on the student file. ACAP will correctly report the student via PRISMS and/or issue a new Confirmation of Enrolment when the student can only account for the variation/s by extending his or her expected duration of study.

Except in the circumstances specified above, the expected duration of study specified in the student's Confirmation of Enrolment must not exceed the CRICOS registered course duration.

Academic Intervention Strategy

As the first step of the College's Academic Intervention Strategy, 'At Risk' students are required to meet with a representative from Student Support Services within 20 days of being issued notification that they are to undertake the College's Intervention Strategy.

The representative from Student Support Services (in consultation with relevant academic staff) and the student will then discuss the student's academic performance and work together to identify underlying reasons for the student's poor academic performance. They will also identify strategies to assist the student in achieving a more satisfactory level of academic performance.

Strategies that could be employed to assist the student will differ depending on the specific situation could include but are not limited to:

- attending academic skills workshops;
- receiving individual case management;
- attending counselling;
- being placed in a suitable alternative subject within a course or a suitable alternative course;
- a reduction in course load; and/or
- a combination of any of the above.

By the end of this initial meeting the representative from Student Support Services and the student will agree on a Learning Contract. The Learning Contract will detail the specific conditions that the 'At Risk' student will be required to satisfy. While the Learning Contract may contain a number of specific requirements, such as attendance at additional English language Classes or 100% attendance at class, the minimum requirements of the Learning Contract will be as follows:

- Attain a final grade of a Pass or higher in at least 50% of all units attempted in the next study period.

The Learning Contract is signed by both the student and the representative from Student Support Services. A copy is given to the student and a copy is also kept with the student's file.

A representative from Student Support Services monitors the student's progress in meeting the requirements of their Conditional Learning Contract.

Should the student meet the requirements of their Learning Contract then the representative from Student Support Services can recommend to the Registrar (or the delegated representative of the Registrar) that the student no longer be considered to be 'At Risk'.

Should the student fail to meet the requirements of their initial Learning Contract then they are considered to have breached satisfactory course progress requirements and the matter is referred to the College Registrar.

	<p>Unsatisfactory Course Progress: International Students Studying in Australia</p> <p>International students who fail to meet satisfactory course progress requirements and as a result of this will fail to complete their studies within the duration specified by their Confirmation of Enrolment are notified by post of the College's decision to intend to report the student to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) as required under Section 19 of the ESOS Act and advised, in this notice, that s/he has 20 working days in which to appeal this decision through the College's Grievances and Appeals procedures.</p> <p>In the event that a student accesses the College's grievances and appeals process, within the required 20 working days time frame, the College will maintain a student's enrolment throughout the internal and external appeals process and will not report the student to DEEWR for unsatisfactory progress until the appeals process is complete and has supported the College's decision to report.</p> <p>Whether or not the College continues to offer learning opportunities to the student throughout the internal and/or external appeals process will be determined on a case by case basis. (For further details refer to the College's <i>Academic Grievances and Appeals Policy and Procedure</i> document).</p> <p>If the outcome of the student's appeal supports the student in that it shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course; requirements for that study period), the College will not report the student to DEEWR.</p> <p>If the outcome of the student's appeal shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, the College will provide ongoing support to the student through the its Academic Intervention Strategy and will not report the student to DEEWR.</p> <p>In the event that the outcome of the student's external appeal supports the College's decision to report the student to DEEWR for unsatisfactory progress, the College will promptly notify the Secretary of DEEWR through PRISMS that the student has failed to meet satisfactory course progress requirements and as such will not complete their studies within the specified duration.</p> <p>In the event that a student does not access the College's Academic Grievances and Appeals processes within the required 20 working day time frame stated above or withdraws from the grievances and appeals process, the College will notify the Secretary of DEEWR through PRISMS that the student has failed to meet satisfactory course progress requirements and as such will not complete their studies within the specified duration.</p> <p>Once DEEWR has been notified of a suspension or cancellation of the student's enrolment, the student has 28 days in which to leave Australia, or show the Department of Immigration and Citizenship (DIAC) a new Confirmation of Enrolment, or provide DIAC with evidence that he or she has accessed an external appeals process.</p>	
Person Responsible for Policy (and its review)	Registrar	
Person Responsible for Implementation	Registrar	
Relevant documents and forms / procedures	Academic and Non-Academic Grievances and Appeals Policy & Procedure	
Policy Developed by	Academic Development Team	
Policy Approved by Date:	Academic Council	
Policy Complies with (external authority)	ESOS National Code 2007, Standard 10	
Original issue	V1 (Oct 07)	Current version: V5



Dr Ed Green, **Chair, Academic Council**