

## ACADEMIC PROGRESS POLICY

<b>Approving authority</b>	Academic Board
<b>Purpose</b>	This policy outlines the obligations on students to maintain satisfactory academic progress and the consequences for not doing so.
<b>Responsible Officer</b>	Academic Dean
<b>Next scheduled review</b>	November 2023
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Academic Appeals Policy and Procedures Student Support & Services Policy and Procedures Completion within Expected Duration Policy and Procedures Academic Progress Procedures Students at Risk

### 1. PRINCIPLES

- 1.1 Ozford Institute of Higher Education (hereafter referred to as “the Institute”) seeks to support all students in achieving success in their studies and in reaching their potential. This may involve a need for early intervention and support if students are identified as being at risk of not achieving success in their studies. Intervention strategies will be implemented to address individual students’ needs.
- 1.2 The Institute is committed to the maintenance of academic standards and high quality graduate outcomes for all courses. However, students are also expected to attend classes and maintain a satisfactory level of academic performance to be permitted to progress through a course. Students who do not meet the required levels of academic performance will be identified and offered advice and support, and may be required to demonstrate why they should not be allowed to continue in the course.
- 1.3 The Institute has an obligation to monitor academic progress by setting appropriate standards, workloads and continuous assessments for students to complete their courses.
- 1.4 Where the student whose academic progress is under consideration is a fee paying overseas student, Standard 8 of the - National Code 2018 applies.

### 2. SCOPE

This policy and accompanying procedures apply to all students who are currently enrolled at the Institute.

### 3. DEFINITIONS

#### *Compulsory Study period*

A study period is a discrete period of study within a course, namely a trimester at the Institute. A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence under Standard 9 (Deferring, Suspending or Cancelling the Student’s Enrolment) of the National Code 2018. A compulsory study period does not include periods in which the student can elect to undertake additional studies.

#### *Satisfactory progress*

This occurs where a student passes 50% or more of the units in which the student has been enrolled in a study period

#### *Unsatisfactory progress*

This occurs where a student in two consecutive compulsory study period fails more than 50% of the units in which the student has been enrolled.

#### *At risk*

This is where for whatever reason, a student is considered as potentially not meeting the course progression requirements. ‘At risk students’ are defined as:

- students who at enrolment are considered to be potentially at risk of non-completion without an academic support program;

- students in their first study period who have been identified to be at risk of non-completion of a unit through the failure or non-submission of an assessment item;
- a student, who fails 50% or more of a study load (EFTSL) in any study period for the first time or a student, who fails the same unit for the second time;
- students who have experienced 'educational disadvantage' (because of illness, disability, disrupted education, family problems or misadventure);
- any students who have been referred directly by an Academic Staff member.

#### *Intervention strategy*

This occurs where an action plan has been implemented for an at-risk student to mitigate the likelihood of the student being assessed as making unsatisfactory progress.

#### *Academic monitoring*

This is where a student who fails to pass 50% or more of the units attempted in a study period will have his or her subsequent academic performance monitored. This may involve the implementation of one or more intervention strategies to mitigate further failure.

#### *ESOS National Code*

The ESOS National Code refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 established under the Education Services for Overseas Students Act 2000.

#### *PRISMS*

The Provider Registration and International Students Management System (PRISMS) provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation.

## **4. POLICY**

The Institute's international student cohort comes from a variety of cultural, educational and socioeconomic backgrounds - this brings different motivation, expectation and achievement levels and this underpins the policy set out here as follows:

4.1 Every effort will be made to proactively assist every student to achieve satisfactory academic progress and complete the course within the expected duration. All students are expected to adhere to the requirements set out by the Academic Progress Policy. All students are notified of the Institute's Academic Progress requirements during orientation and the information is available on the Institute's website.

4.2 The Institute will regularly assess and monitor student attendance, completion of assessment tasks, and academic progress for each subject in which the student is enrolled, identify at-risk students, implement intervention strategies and provide specific support.

4.3 The Institute's academic monitoring and intervention strategies include working with the students to:

- identify reasons for lack of progress and needs for additional support,
- assess their English language proficiency and
- provide students with required support such as access to informed services and timely referral to required support including English language support, assistance with study skills, time management skills, exam preparation, and using resources.

4.4 A student who fails to pass 50% or more of the units attempted in a compulsory study period will be considered as being at risk and will be provided with required academic support and have their subsequent academic progress monitored.

4.5 Students will be advised that they have been officially identified as at risk and of the requirement to participate in an intervention program designed to assist them in being successful in their studies and completing the course in the expected timeframe. Participation in the recommended intervention program will be documented. A record of the intervention program will be kept in the student file, and a copy will be given to the student.

4.6 If a student does not attend any classes and the final exam and does not submit any assessment tasks for a subject, is not contactable, and does not respond to any request to contact the Institute, the student will be deemed to have withdrawn from the subject.

4.7 Unsatisfactory course progress occurs when a student fails to pass 50% or more of the units attempted in two consecutive compulsory study periods. If a student has failed more than 50% of his or her units in two consecutive study periods, the Institute is required to notify the student in writing of its intention to report the student for a breach of satisfactory academic progress requirements. The student will also be notified in writing that he or she may appeal the intention to report within 20 working days of the Institute's notification.

4.8 The Institute must maintain the student's enrolment by only reporting a breach of academic progress in PRISMS if:

- the internal and external appeal processes have been completed and the breach has been upheld;
- the student has chosen not to access the internal appeal process within the 20-working-day period;
- the student has chosen not to access the external appeals process after the internal appeal processes have been completed; or
- the student withdraws from the internal or external appeals by notifying the Institute in writing.

4.9 At all stages of the above-mentioned monitoring process, the impact of any decision relating to the implementation of intervention strategies on the expected course duration for a student will be examined.

4.10 The student enrolment will only be extended by issuing a new Confirmation of Enrolment (CoE) when the Institute has implemented, or is in the process of implementing an intervention strategy for the student who cannot reasonably complete his or her course within the expected duration as specified on the student's CoE.

4.11 A Student Progression Report is provided to the Academic Board every trimester.

## 5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meets the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

## 7. ACKNOWLEDGEMENTS

This policy was initially developed with reference to the policies of the following institutions:  
CQUniversity, Monitoring Academic Progress – Unsatisfactory Academic Progress Procedures (International Students),  
University of Ballarat, Monitoring Course Progression Procedure,

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	March 2014	Initial version	AB
2.0	June 2018	Internal review	AB
3.0	November 2020	Internal review	AB
Related legislation/ regulation/standard	HES Threshold Standards 2015 ESOS National Code 2018 Standard 8		