

ACADEMIC PROGRESS POLICY

Approving Authority	Academic Board
Purpose	This policy outlines the obligations for students to maintain satisfactory academic progress and the consequences for not doing so.
Responsible Officer	Academic Dean
Next Scheduled Review	November 2023
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated Documents	Academic Appeals Policy Academic Appeals Procedures Student Support & Services Policy Student Support & Services Procedures Completion within Expected Duration Policy Completion within Expected Duration Procedures Academic Progress Procedures

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 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 student 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 of Practice for Providers of Education and Training to Overseas Students 2018* (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 a 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 when a student passes 50% or more of the units in which the student has been enrolled in a study period.

Unsatisfactory progress

This occurs when a student in two consecutive compulsory study periods 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 potentially at risk of non-completion without an academic support program
- students in their first study period who have been identified as 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 (equivalent full-time study load) 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 students who fail to pass 50% or more of the units attempted in a study period will have their subsequent academic performance monitored. This may involve implementing one or more intervention strategies to mitigate further failure.

National Code of Practice for Providers of Education and Training to Overseas Students 2018

The Education Services for Overseas Students (ESOS) National Code 2018 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*.

The Provider Registration and International Student Management System

The Provider Registration and International Student Management System (PRISMS) provides Australian education providers with the confirmation of enrolment (CoE) facilities required for compliance with the ESOS legislation.

4. POLICY

The Institute's international student cohort comes from a variety of cultural, educational and socio-economic backgrounds. This brings different motivations, expectations and achievement levels, which underpin the policy given here:

4.1 Every effort will be made to proactively assist each student to achieve satisfactory academic progress and complete the course within the expected duration. All students are expected to adhere to the requirements of 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. The Institute will 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
- provide students with 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, will be provided with the required academic support and have their subsequent academic progress monitored.

4.5 Students will be advised that they have been officially identified as being 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, 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 units in two consecutive study periods, the Institute is required to notify the student in writing of its intention to report them 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 20 working days
- the student has chosen not to access the external appeals process after the internal appeal processes have been completed
- the student withdraws from the internal or external appeals by notifying the Institute in writing.

4.9 The impact of any decision relating to implementing intervention strategies on the expected course duration will be examined at all stages of the monitoring process.

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

4.11 A student Progression Report will be provided to the Academic Board (AB) every trimester.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meets the requirements of the *Higher Education Standards Framework (Threshold Standards) 2015*, the policy will be:

- 5.1 internally endorsed by the Executive Management Team on development or review, before approval by Governing Board (GB), AB or other delegated authority
- 5.2 externally reviewed as part of any independent review of the Threshold Standards approved by the GB
- 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 Threshold Standards and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy are 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:
 Central Queensland University, 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	<i>Higher Education Standards Framework (Threshold Standards) 2015</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8</i>		

Note. AB = Academic Board.