

Policy Owner	Academic Director
Contact Officer:	Academic Director/Student Advisory Manager
Policy Number:	QTDPO011
Approved by:	Academic Board
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Related Documents:	Appeals Policy Student Welfare, Counselling & Support Policy Refund Policy Curtin College Conditional Status Letters (1 and 2) Curtin College Warning letters – Attendance Letter - Terminated (local and international address) Expired CoE's list (Portal report)

1. Overview

- 1.1 The purpose of this policy is to ensure Curtin College students or any student from a partner provider is managed responsibly and in accordance with the requirements of the ESOS Act 2000 and specifically Standard 10 and Standard 9 in the National Code 2007.
- 1.2 This policy is based on the Department of Industry and Department of Immigration and Border Protection (DIBP) Course Progress Policy and Procedures.
- 1.3 The Department of Immigration and Border Protection (DIBP) have the view that if an international student holds a student visa they should be attending class, studying and passing their units within the period stated on their Confirmation of Enrolment (CoE).

2. Organisational Scope

- 2.1 This policy applies to all students, local and international.

3. Definitions

- 3.1 **Academic Language Enrichment Program (ALEP):** An English Language support program for students studying at the Diploma level.
- 3.2 **Approved Absence:** Where Curtin College deems the student to have been absent due to compassionate or compelling circumstances, normally substantiated by supporting evidence, e.g. illness where a medical certificate states that the student was unable to attend classes.
- 3.3 **At Risk:** A student who appears likely to fail or has failed two or more subjects in a study period.
- 3.4 **Board of Examiners (BoE):** A review panel that determines the academic progression status of students.
- 3.5 **Confirmation of Enrolment (CoE):** A document registered with DIBP to confirm a student's acceptance into a particular course for a specified duration.
- 3.6 **Conditional Status:** The measure of the academic standing assigned to a student who has failed a pre-determined number of units in an earlier study period.
- 3.7 **Course progress:** The measure of advancement within a course towards its completion.
- 3.8 **Department of Immigration and Border Protection (DIBP):** The Australian government agency responsible for issuing students with visas.

- 3.9 Department of Education and Training (DET):** The Australian Federal Government's administrative division for policy and program development on higher education, and administration of the ESOS Act 2000 legislation.
- 3.10 English Language Intensive Courses for Overseas Students (ELICOS).**
- 3.11 The Education Services of Overseas Students Act 2000 (ESOS ACT 2000):** This Act regulates the delivery of education services to international students.
- 3.12 Good Standing:** The academic status assigned to a student who is achieving satisfactory course progress or has changed course voluntarily or on the recommendation of the College.
- 3.13 Intent to Report:** Communication advising an International student of the College's intent to report them to DIBP due to non-compliance and outlining the appeals process and what action needs to be taken.
- 3.14 International Student:** For the purpose of this policy, an International student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency or humanitarian visa. For the purposes of this policy, students who are in Australia, as a result of their parents/legal guardians being on a temporary business visa (e.g. visa subclass 457), are regarded as International Students.
- 3.15 Local Student:** For the purpose of this policy, a local student is anyone who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a course of study.
- 3.16 National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007).
- 3.17 Non-Compliance:** The failure or refusal to abide by the conditions of a 'Student Visa'.
- 3.18 Partner Provider -** An institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purposes of this document oversees all matters relating to the delivery of those courses.
- 3.19 The Provider Registration and International Student Management System (PRISMS):** The database system used to process information given to the Secretary of DET providers.
- 3.20 Student Advisory Team (SAT):** This is the team who will follow up with students who are deemed as at risk or placed on a conditional status.
- 3.21 Student Default:** Where an international student does not start a course, withdraws from a course, fails to pay tuition fees, breaches a condition of their student visa or breaches the College's Code of Conduct Policy.
- 3.22 Study Period:** A discrete period of study within a course, namely a semester or trimester, in which a student undertakes and completes units of study.
- 3.23 Terminated Status:** An academic status given to a student has not achieved satisfactory progress and will have their enrolment with the College cancelled.
- 3.24 Unit/Module:** A discrete component of study within a course.
- 3.25 Unsatisfactory Progress:** Is defined as failing more than 50% of the units studied in a given study period.
- 3.26 ESP:** English Support Program – an English Language support program for students studying in Stage One of their Diploma

4. Policy Principles

- 4.1 Monitoring student progress allows for identification of those students who might be at risk of not completing their course within the time frame of their CoE and allows for intervention strategies to be implemented.
- 4.2 Any student who fails a unit in their course may be at risk of not completing their course within its expected duration. At risk students will be subject to an intervention strategy outlined in this policy.

5. Policy Content

- 5.1 Curtin College monitors, records and assesses the progress of each student in each unit of the course in which the student is enrolled in accordance with College's intervention practices.
- 5.2 **Progress Monitoring**
 - 5.2.1 During the study period the academic progress of each student is monitored and assessed by unit coordinators and/or the lecturers of each class.
 - 5.2.2 Where a lecturer becomes aware at any time during the study period that a student might be at risk of failing a unit a 'Student at Risk' report is required to be completed. This report is automatically forwarded to the SAT who follow up on the reports and offer relevant support.
- 5.3 **Progress Assessment:**
 - 5.3.1 At the end of each study period, including short intensive courses, following submission of all unit results but prior to their publication, the academic progress of all current students is reviewed by the Curtin College Board of Examiners.
 - 5.3.2 Academic Progress is assessed on the basis of a student's performance in the last study period, but also takes into account their overall performance to date in the course in which they are currently enrolled. Students are deemed to be making satisfactory academic progress if they pass at least 50% of their enrolled subjects in a study period. Students who fail more than 50% of their subjects in a study period are not considered to be making satisfactory academic progress and are placed on Conditional Academic status. Assessment of a student's academic progress also includes the results from short intensive courses if that course awards credits towards a qualification.
 - 5.3.3 Students who are placed on Conditional Academic Status are placed on an Intervention Plan and are required to meet the specific criteria outlined in this plan. The criteria that students must meet is appropriate to the intervention deemed necessary to assist them in making satisfactory academic progress in their subsequent study period.
 - 5.3.4 Students who have been identified for placement on Conditional Academic Status will be contacted within 10 working days following the release of results.
- 5.4 **Progress Rules and Post-Assessment Intervention Strategies**

Academic Status

Good Standing	The student is achieving satisfactory course progress and is permitted to continue in the course or has changed to a new course voluntarily or following the recommendations of the College BoE.
Conditional Academic Status (Condition 1 or 2)	The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course and to re-enrol, under specific conditions set out by the Curtin College BoE.
Terminated Status	The student has not achieved satisfactory course progress and is terminated from the College. The student is not permitted to continue in the course or to change course without formal approval from the College. International students who are on terminated status will be in 'default' of meeting their Student Visa Condition 8202 'Achieving Satisfactory Course Progress'. The College will carry out its regulatory requirements and report these students as required under law.

Criteria for determining Academic Status

Criteria - If any of the following occur	Current or highest previous Academic Status	Next Trimester/ Semester
Student fails more than 50% of their enrolled subjects in a study period	Good Standing	Conditional Status 1
Student fails more than 50% of their enrolled subjects in a study periods	Conditional Status 1	Conditional Status 2
Student fails more than 50% of their enrolled subjects in a study period	Conditional Status 2	Terminated
Student fails 100% of their enrolled subjects in a study period	Good Standing or Conditional Status 1	Conditional Status 2
Student fails 100% of their enrolled subjects in a study period	Conditional Status 2	Terminated
Student fails a unit twice	Good Standing or Conditional Status 1	Conditional Status 2
Student fails a unit three times	Good Standing or Conditional Status 1 or Conditional Status 2	Terminated
Student passes all units in a study period	Conditional Status 1	Good Standing
Student passes more than 50% of enrolled units in a study period	Conditional Status 1	Remains Conditional Status 1
Student passes all units in a study period	Conditional Status 2	Conditional Status 1
Student passes more than 50% of enrolled units in a study period	Conditional Status 2	Remains Conditional Status 2
Student changes course following a recommendation by the Board of Examiners	Any	Good standing

Specific Conditions Associated with Academic Status

Condition	Condition 1	Condition 2	Terminated
You will be placed on an Intervention Plan and may only enroll in a maximum of three units.	Yes	Yes	
You must complete an online Self-Assessment Form and complete the support programs/tasks requested at the completion of your Self-Assessment Form.	Yes	Yes	
You must attend the "Returning to Good Standing" workshop held in week 2. Attendance is compulsory.	Yes	Yes	
An 80% attendance record must be maintained.*	Yes	Yes	
You are required to complete all assessment tasks as stated in the unit outlines.	Yes	Yes	
You are required to pass at least 50% of enrolled units studied in the current study period.	Yes	Yes	
You must make an appointment to meet with a Student Adviser if you have been notified that your enrolment has been blocked. This meeting is compulsory and must be completed before the closing date of enrolment.	Yes	Yes	

Condition	Condition 1	Condition 2	Terminated
You must meet with a Student Advisor to discuss your academic progress as requested.	Yes	Yes	
Enrolment is blocked pending the submission of an appeal.			Yes

**Attendance monitoring is limited to College taught units.*

5.5 Appealing Conditional or Terminated status

Students who have been placed on Conditional or Terminated status will receive written notification via the Curtin College Student Portal as soon as practical following the release of results.

Students may lodge an appeal against their Academic Status (including Termination and possible Intent to Report) in accordance with the College's Appeals Policy. Students whose appeal against their Academic Status is successful will revert to the previous highest Conditional Academic Status or Good Standing, if relevant.

Where an international student has been placed on Terminated status and does not appeal, or whose appeal is unsuccessful, then they may be in breach of their Student Visa Condition 8202 'Achieving Satisfactory Course Progress'. In such a case the student will be reported to DIBP in accordance with relevant legislation which may result in the cancellation of their student visa.

5.6 Extension of CoE's for International Students

The Curtin College BoE will review academic progress of students at the end of each study period. In the case where the CoE will expire as a result of unsatisfactory academic progress the BoE will ratify the appropriate renewal/extension in accordance with relevant legislation. Such variations will be recorded on the student's file and a new CoE will be issued and DIBP notified of this course extension and the reason via PRISMS.

If the BoE deems that an extension of the CoE is not appropriate, the Academic Director (or nominee) will contact the student to advise why. If a student is dissatisfied with the decision they may submit a written appeal against that decision in accordance with Section 5.3 of the College's Appeals Policy.

6. Attendance

Class attendance is recorded for all students enrolled in courses offered at Curtin College.

Students are required to attend at least 80% of the scheduled classes per study period. This attendance percentage is the student's actual attendance in class plus approved absences. An approved absence is one which is supported by a medical certificate or other evidence of extenuating circumstances resulting in absence from class.

Attendance audits are conducted throughout the study period in weeks 3, 5, 7 and 9 and the following actions are undertaken:

Attendance / Trigger	Intervention
Overall Attendance drops below 85% (excluding approved absences)	<p>Attendance Warning</p> <p>The student receives message via portal warning them that continued absences may result in them not meeting the College attendance requirements.</p> <p>The student is provided information about College support services and is encouraged to speak to the SAT about reasons for class absences.</p>
Overall Attendance drops below 80% (excluding approved absences)	<p>Under 80% Attendance notice</p> <p>The student is notified that they have failed to meet the College's minimum attendance requirement. Attendance under 80% is recorded in the student's</p>

Attendance / Trigger	Intervention
	<p>notes and may affect the outcome of any academic appeal the student may lodge in the future.</p> <p>Students who are on Conditional Academic Status whose attendance drops below 80% are deemed to be in breach of the attendance condition of their enrolment which may affect any future enrolment.</p> <p>Attendance notices (copies) are also sent to:</p> <ul style="list-style-type: none"> • The student's Sponsor (if the student is sponsored); and/or • The student's Guardian (if the student is under the age of 18).
<p>Overall Attendance drops below 70% (excluding approved absences)</p>	<p>The student is notified that attendance is below the College's minimum attendance requirement. The SAT will make contact with student to ensure that there are no welfare concerns. The student will be requested to make an appointment with an Advisor.</p> <p>Attendance notices (copies) are also sent to:</p> <ul style="list-style-type: none"> • The student's Sponsor (if the student is sponsored); and/or • The student's Guardian (if the student is under the age of 18).
<p>Overall attendance drops below 65% or Student has missed all classes in the previous 2 weeks</p>	<p>A Student Advisor will make direct contact with the student to ensure that there are no welfare concerns. The student must attend an interview with a Student Advisor.</p> <p>Attendance notices (copies) are also sent to:</p> <ul style="list-style-type: none"> • The student's Sponsor (if the student is sponsored); and/or • The student's Guardian (if the student is under the age of 18).

**Note: If a student does not respond to the request to meet a Student Advisor, the College will apply the Privacy Policy and contact their parents.*

6.1. Post Enrolment Language Assessment (PELA)

Students identified by the PELA as requiring additional English Language development will be required to attend ALEP. They must attend 80% of their ALEP classes to be eligible to pass their linked Diploma academic unit (students must refer to the ALEP Unit Outline for further details). Attendance for ALEP is defined as:

- Punctual attendance to every class;
- Contributing to verbal discussions in every class; and
- Speaking English during class time and during all class activities.

7. Attendance Recording and Monitoring

- 7.1. Attendance is normally recorded twice in each four hour block of each class. Students who are more than 30 minutes late to class receive a half absence from a four hour block. Students who leave class more than 30 minutes early will also receive a half absence from a four hour block.
- 7.2. Students who are unable to attend their normal class may be able to substitute a missed class by attending another class timeslot in the same week (where available). The student must complete an 'Explained Absence' form and speak to the lecturer of the substitute class as this will ensure the student's attendance is officially recorded. The substitute class arrangement is not to be used on an ongoing or regular basis. The Explained Absence Form must be submitted by the student to Reception within 10 working days of the missed class. Forms submitted after 10 working days will not be accepted.
- 7.3. It is the student's responsibility to ensure that any absence that can be explained by a medical certificate is recorded as an approved absence. Medical Certificates must be submitted along with an Explained Absence form to the appropriate lecturer for approval and subsequently handed in to reception for processing onto the students record.
- 7.4. All students can check their attendance via the Student Portal. If they would like to discuss their attendance they can make an appointment with a Student Advisor.

- 7.5. *Reporting to Centrelink (Bentley Campus Only)* - For students on Centrelink benefits or using FEE-HELP, Curtin College is required by legislation to provide attendance data on request.
- 7.6. Students enrolled in the Stage One communications units ARW001 (Academic Research and Writing) or ACS001 (Academic Communication Skills) are advised that absences from class in weeks 1 and 2 of a study period due to late enrolment or re-enrolment will be backdated and recorded for those weeks by lecturers as part of their record of attendance. Any student who misses (3 classes) 25% or more without prior approval and/or medical certificate will be awarded a NC for the unit.
- 7.7. Students enrolled in ALEP (Academic Language Enrichment Program) and who were advised that attendance is compulsory due to results of the PELA, must attend a minimum of 80% (7.5 classes) of ALEP classes to pass the linked Diploma unit. If attendance is less than 80% and absences have not been approved a fail grade will be recorded for the linked Diploma unit regardless of the final grade. A supplementary session will be offered in week 12 of the study period only for students that have missed between 1.5 and 3.5 sessions and an email will be sent notifying students to attend the supplementary at the end of week 11 via the student portal email. If you have been requested to attend this supplementary session in Week 11 then attendance for the whole session is compulsory. (Refer to English Language Support Policy, item 5.2.7 for a more detailed explanation)
- 7.8. Students enrolled in subject linked classes of ESP (English Support Program) and who were advised that attendance is compulsory due to results of the PELA, must attend a minimum of 80% of classes to pass the linked Stage One communications units ARW001 (Academic Research and Writing) or ACS001. (Academic Communication Skills) If attendance is less than 80% and absences have not been approved a fail grade will be recorded for the linked communications units regardless of the final grade. A supplementary session will be offered in week 12 of the study period only for students that have missed between 1.5 and 2.0 sessions and an email will be sent notifying students to attend the supplementary at the end of week 11 via the student portal email. If you have been requested to attend this supplementary session in Week 12 then attendance for the whole session is compulsory.

8. Student Responsibilities

Students are required to maintain an attendance rate of at least 80%. While Curtin College regularly monitors student attendance, students are ultimately responsible for attending classes and checking their attendance on a regular basis throughout the study period to ensure that they are satisfying their student visa conditions, Centrelink or FEE-HELP obligations.

Students are also required to notify the College of any change to their residential address within **7 days** of the change. This can be done via the student portal or by completing a 'Change of Address' Form. This is a mandatory condition for those who hold a 'student visa'. <http://www.immi.gov.au/students/visa-conditions-students.htm>

9. Administration

- 9.1. This policy is available on the Curtin College website for students and distributed to all Academic Staff at induction. Administrative staff who provide advice to students on academic progression issues will be provided with the policy by their respective supervisors.
- 9.2. Staff will be informed and updated on changes to policies and procedures related to academic progress at the beginning of each study period and/or at monthly staff meetings.
- 9.3. All Curtin College interventions are recorded electronically and copies of all related correspondence are placed in the students' file.

Version	Last changes:
V3.8	<ul style="list-style-type: none">• URP2 replaced by ESP• Replaced DIISRTE with DIBP in item 5.6• Updated 6.1, 7.6 and 7.8
V3.7	<ul style="list-style-type: none">• Updated Item 3 - Definitions,,• Updated items 5.2.2, 5.3.2, 5.4, 6.0, 6.1, 7.1, 7.7, 7.8,
V3.6	<ul style="list-style-type: none">• Updated item 7.2