

Policy Owner	Academic Director
Contact Officer:	Academic Director
Policy Number:	QTDPO011
Approved by:	Academic Board
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Related Policies:	Admission and Student Selection Policy Appeals Policy Awards and Graduation Policy Enrolment Policy Refund Policy Student Welfare, Counselling & Support Policy
Related Documents:	Board of Examiners Process Progress and Intervention Process

1. Overview

- 1.1 This policy support students in achieving successful academic outcomes so that they can achieve their academic and/or career aspirations.
- 1.2 The Board of Examiners (BoE) is responsible for determining a student's Academic Status.
- 1.3 The purpose of this policy is to ensure the academic progress of Curtin College students, including students enrolled with a partner provider, is managed pro-actively to optimise student success.
- 1.4 Curtin College Academic progress policy and processes are designed to meet the requirements of the Higher Education Standards (Threshold) Framework, Higher Education Support Act 2003 and ESOS Act 2000.

2. Organisational Scope

- 2.1 This policy applies to all students enrolled at Curtin College.

3. Definitions

- 3.1 **Academic progress:** The measure of advancement within a Program towards its completion.
- 3.2 **Academic Status:** A status assigned to a student who has not passed a pre-determined number of units in a preceding study period.
- 3.3 **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.
- 3.4 **At Risk:** Students are deemed to be at 'At Risk' for academic, attendance or wellbeing reasons. The 'At Risk' level is identified as follows: At Risk – Academic: A student is at risk of failing to meet Program objectives and academic progress requirements; At Risk – Attendance: a student has missed all classes in a two week timeframe or has unusual attendance patterns; and At Risk – Wellbeing: A student fails to meet Program objectives and academic progress requirements due to wellbeing reasons.
- 3.5 **Board of Examiners (BoE):** A review panel that determines the academic progression and Academic Status of students.

- 3.6 Conditional Status 1, 2 and 3:** The student is 'At Risk' of not achieving satisfactory academic progress.
- 3.7 Confirmation of Enrolment (CoE):** A document registered with DIBP to confirm a student's acceptance into a particular Program for a specified duration.
- 3.8 Course Weighted Average (CWA):** weighted average percentage mark for all grade and mark units in which the student is enrolled in a program. Calculation of this average includes units that are failed, or any unit with a result of 'not complete' or 'annulled'.
- 3.9 Department of Immigration and Border Protection (DIBP):** The Australian government agency responsible for issuing students with visas.
- 3.10 Diploma:** A Higher Education accredited award comprising of two stages.
- 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 Full Time Study Load:** A study period consisting of 3 or more units of study equating to a 75 or more credit points.
- 3.13 Good Standing:** The student is achieving satisfactory academic progress and is permitted to continue in the Program.
- 3.14 Intent to Report:** Communication advising an International student of the College's intent to report them to DIBP due to non-compliance which outlines the appeals process and related action.
- 3.15 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.
- 3.16 Intervention Strategies:** Intervention Strategies are support strategies which include: Support provided on-line via Moodle; Drop in Sessions; Academic Peer support; Student Mentors; Conditional workshops; and appointments with a staff member such as lecturer/s, Student Counsellor, Program Coordinator, Communications team.
- 3.17 Leave of Absence:** refers to when a student has a "gap" in study before they can return to study. It can also occur when a student completes a Program earlier or later than the anticipated time and must wait for the commencement of their next Program.
- 3.18 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 Program of study.
- 3.19 National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007).
- 3.20 Non-Compliance:** The failure or refusal to abide by the conditions of a 'Student Visa'.
- 3.21 Partner Provider** - An institution that provides a Program 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 Programs.
- 3.22 Progression Rule** - Is a condition referring to specific pre-requisite subjects and/or minimum average mark that must be achieved in order to progress to the next stage or Program.
- 3.23 Provider Registration and International Student Management System (PRISMS):** The international student database system used by the Department of Education and DIBP (Department of Immigration and Border Protection) for the purpose of receiving and storing

information about international students with respect to the Education Services for Overseas Students Act 2000 (The ESOS Act).

- 3.24 Student Default:** Where an international student does not start a Program, withdraws from a Program, fails to pay tuition fees, breaches a condition of their student visa and/or breaches the College's Code of Conduct Policy.
- 3.25 Study Period:** A discrete period of study within a Program in which a student undertakes and completes units of study.
- 3.26 Terminated Status:** An academic status given to a student has not achieved satisfactory progress and will have their enrolment with the College cancelled.
- 3.27 Unit:** A discrete component of study within a program.
- 3.28 Unsatisfactory Progress:** Is defined as passing less than 50% of the units studied in a given study period.

4. Policy Principles

- 4.1** Academic Status and Progression Rules are applied by the BoE for all enrolled students.
- 4.2** Student academic progress is monitored to identify students in need of academic, attendance and wellbeing intervention strategies.

5. Policy Content

The Board of Examiners determines the Academic Status of each student enrolled in an award Program at the end of each study period.

5.1 Academic Status Assessment

- 5.1.1** At the end of each study period, following submission of all unit results but prior to their publication, the Academic Status of all current students is reviewed by the Curtin College Board of Examiners (BoE).
- 5.1.2** Academic progress is assessed on the basis of a student's performance in the last study period, and takes into account their overall performance to date in the program in which they are currently enrolled.
- 5.1.3** Students who have been identified as 'At Risk' of not achieving satisfactory academic progress, will be monitored and contacted throughout the study period.
- 5.1.4** Academic status shall be one of the following three categories: Good Standing, Conditional and Terminated to be determined as follows:

Academic Status Categories

Criteria - If any of the following occur	Current Academic Status	Academic Status for the following Study Period
Student passes 50% or more of their enrolled units in a study period	Good Standing	Good Standing
Student passes 50% or more of their enrolled units in a study period	Condition 1, 2 or 3	Returns to an Academic Status which is one level lower
Student passes less than 50% of their enrolled units in a study period	Good Standing	Conditional Status 1

Criteria - If any of the following occur	Current Academic Status	Academic Status for the following Study Period
Student passes less than 50% of their enrolled units in a study period	Conditional Status 1	Conditional Status 2
Student passes less than 50% of their enrolled units in a study period	Conditional Status 2	Conditional Status 3
Student passes less than 50% of their enrolled units in a study period	Conditional Status 3	Terminated
Student fails a unit twice	Good Standing or Conditional Status 1 and 2	Conditional Status 3
Student fails a unit three times	Good Standing or Conditional Status 1, 2 or 3	Terminated
Student changes Program	Any	Remains on the previous Academic Status

5.1.5 The entitlement to continue in a Program and to re-enrol is in all cases subject to any other restrictions or prohibitions imposed on the student (for example, a prohibition on enrolment due to outstanding fees or misconduct).

5.2 Academic Progress Monitoring

5.2.1 Students who have been identified as 'At Risk' of not achieving satisfactory academic progress, will be monitored and contacted throughout the study period.

5.2.2 During the study period the academic progress of each student is monitored and assessed by the lecturers and/or Unit Coordinators for each unit/class.

5.2.3 Lecturers report at any time during the study period students who may be 'At Risk' of failing a unit, such that relevant academic or wellbeing support can be offered to the student.

5.3 Appealing Conditional or Terminated status

5.3.1 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.

5.3.2 Students may lodge an appeal against their Academic Status (including Terminated 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.

5.3.3 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.

5.4 Extension of CoE's for International Students

5.4.1 The Curtin College BoE will review the 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 Program extension and the reason via PRISMS.

- 5.4.2** If the BoE deems that an extension of the CoE is not appropriate, the Academic Director (or nominee) will contact the student to advise of the reasons. 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

- 6.1.** Class attendance is recorded for all students enrolled in Programs offered at Curtin College for monitoring purposes.
- 6.2.** Attendance is recorded once in each class.
- 6.3.** All students can check their attendance via the Student Portal. If they would like to discuss their attendance they can make an appointment to see the Program Coordinator at Reception.
- 6.4.** *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.
- 6.5.** Students identified by the Post Enrolment Language Assessment (PELA) as requiring additional English Language development will be required to attend English support classes as detailed in the English Language Support Policy.

7. Student Responsibilities

- 7.1.** 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 and/or FEE-HELP obligations.

8. Administration

- 8.1.** This policy and related documentation is accessible through the Curtin College website at: <http://www.curtincollege.edu.au>
- 8.2.** Staff will be informed and updated on changes to policies and procedures related to academic progress.
- 8.3.** All Curtin College interventions are recorded electronically and copies of all related correspondence are placed in the students' file.

Version	Last changes:
V5.0 (August 2017)	<ul style="list-style-type: none"> Change to Academic Conditions to reflect practice with regard to the two year diploma structure. Condition codes to be unique to support tracking and reporting on Conditions Removal of process details
V4.0 (August 2016)	<ul style="list-style-type: none"> Updated section 5.4
V3.9 (March 2016)	<ul style="list-style-type: none"> Added ARA, ARW and Full Time Study Load to definitions ARA and ARW added to Progress Rules and Post-Assessment Intervention Strategies table Updated 'Specific Conditions Associated with Academic Status' table in regard to study load for intervention plans Point 6.1 updated Updated Section 7 to reflect current practice, specifically 7.6 and 7.7

