Progression Rules for all Courses

1. Overview

1.1. These progression rules apply to all Curtin College students who are currently enrolled in one course and intend to progress to another, either at Curtin College, its partner providers or Curtin University.

2. Organisational Scope

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

3. Definitions

3.1. Certificate IV Tertiary Preparation Program (NTIS NAT10479) - is a pre-university program consisting of eight units (specified core units and electives) from the registered list of Certificate IV Tertiary Preparation Program units. Minimum progression scores apply to all of the Certificate IV streams. The minimum required progression scores vary from study stream to study stream (refer Curtin College Course Guide). Note: This course is in teach-out mode October 2015 - June 2016.

3.2. Combined Enrolment - Refers to enrolments which combine the studying of units from one course or stage while also being enrolled in units from the next course or stage e.g. enrolled in last unit/s of the Certificate IV/Stage 1 of the diploma while also enrolled in Stage 2 diploma unit/s.

3.3. Course Weighted Average (CWA): weighted average percentage mark for all grade and mark units in which the student is enrolled in a course. Calculation of this average includes units that are failed, or any unit with a result of ‘not complete’ or ‘annulled’.

3.4. Diploma - Diploma courses at Curtin College and at its partner providers are equivalent to the first year of the corresponding degree program at Curtin University. These diplomas consist of a number of core and optional units which equate to 200 credits. Students who complete their Diploma at the College or its partner providers are normally guaranteed entry to Second Year of the corresponding degree program (some restrictions apply to local students for certain courses. Due to the new Diploma (2 stage) program this course is in teach-out mode until December 2016.

3.5. Diploma (2 Stage) - a Higher Education accredited award comprising of two stages. Stage one is for students who have completed Year 11 or equivalent. After successful completion of stage one students progress onto stage two of the Diploma. Stage two is for students who have completed Australian year 12 or equivalent. Each stage consists of 200 credit points.

3.6. Gap - refers to the period of time beyond the normal study period break that a student must wait in order to be able to recommence his or her course or start their next course if they have finished the previous course. This may occur when a particular unit required to complete the course is not offered in the next study period, therefore the student will have a “gap” in study before they can return to study. It can also occur when a student completes their course earlier or later than the anticipated time and must wait for the commencement of their next course.
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3.7. **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/course.

3.8. **Semester** - A semester is made up of approximately 17 weeks which includes 12 teaching weeks; approximately 2 weeks tuition free and 2 weeks for examinations.

3.9. **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.

3.10. **Tertiary Access Program (TAP)** (Bentley Campus Only) - This is a one trimester pre-diploma course consisting of specified units from the Certificate IV in Tertiary Preparation Program. The Tertiary Access Program is to be completed in a single trimester and specific progression rules apply to each stream (see Table 1). Due to the new Diploma (2 stage) program this course is in teach out until February 2016.

3.11. **Trimester** - A trimester is a defined period of study in which a student undertakes and completes units of study. A trimester is made up of 12 weeks of tuition and 1 week of exams (13 weeks in total).

4. **Courses**

4.1. **Trimester Courses**
   - Certificate IV in Tertiary Preparation Program
   - Tertiary Access Program (TAP)
   - Diploma of Commerce
   - Diploma of Arts and Creative Industries
   - Diploma of Built Environment

4.2. **Semester Courses**
   - Diploma of Engineering
   - Diploma of Health Science
   - Diploma of Information Technology

5. **Course Progression Rules**

5.1. **Specific Course Progression Rules**
   Students must achieve the required learning outcomes as specified in each Unit Outline, to progress from one course/stage to another or to Curtin University. Refer to Table 1 below. **Note that a mark for a unit of 50% or more does not guarantee a pass grade as for some units there are additional hurdles in place which must be achieved before a pass grade can be awarded.** The College Director & Principal may approve progression for students who do not meet the required CWA on a case by case basis.
   Course structure and descriptors of the required units are located on the Curtin College website and in the Curtin College Brochure.

5.1.1. **Certificate IV students progressing to Diploma (Teach-out mode October 2015 – June 2016)**
   Students must successfully complete the 8 prescribed units and achieve the required course average to progress to the Diploma.

5.1.2. **Tertiary Access Program student progressing to Diploma (Bentley Campus Only)**
   Students must successfully complete the 4 prescribed units and achieve the required course average to progress to the Diploma.

5.1.3. **Diploma students progressing to Bachelor Degree**
   Students must successfully complete the prescribed units in stage 2 and achieve the required course average to progress to the Second Year of the Degree program at Curtin University with full advance standing for the first year (200 credits).

5.2. For international students on a student visa who complete their course earlier than anticipated the total course duration will be altered under Section 19(e) of the ESOS Act. A local student who will have a gap between the completion of one course and the commencement of his or her
subsequent course must complete a “Leave of Absence” form and receive College approval prior to commencing their break in studies. An international student who will have a gap in their studies must complete a “Deferral Form”.

Table 1. Course Progression

<table>
<thead>
<tr>
<th>Course</th>
<th>From Certificate IV to Diploma (Teach-out mode October 2015-June 2016)</th>
<th>From Stage 1 to Stage 2 of Diploma</th>
<th>From TAP to Diploma</th>
<th>From Diploma to Bachelor Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commerce</td>
<td>Completed Certificate course requirements</td>
<td>Completed Stage 1 course requirements</td>
<td>Completed TAP course requirements</td>
<td>Completed Diploma course requirements</td>
</tr>
<tr>
<td>Built Environment</td>
<td>Completed Certificate course requirements</td>
<td>Completed Stage 1 course requirements</td>
<td>Completed TAP course requirements</td>
<td>Completed Diploma course requirements</td>
</tr>
<tr>
<td>Arts and Creative Industries</td>
<td>Completed Certificate course requirements</td>
<td>Completed Stage 1 course requirements</td>
<td>Completed TAP course requirements</td>
<td>Completed Diploma course requirements</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Completed Certificate course requirements</td>
<td>Completed Stage 1 course requirements</td>
<td>Completed TAP course requirements</td>
<td>Completed Diploma course requirements</td>
</tr>
<tr>
<td>Engineering</td>
<td>55% CWA</td>
<td>55% CWA</td>
<td>55% CWA</td>
<td>Completed Diploma course requirements</td>
</tr>
<tr>
<td>Health Sciences (refer notes below)</td>
<td>Pharmacy and Physiotherapy – 65% CWA All others – 50% CWA</td>
<td>Pharmacy and Physiotherapy – 65% CWA All others – 50% CWA</td>
<td>Pharmacy and Physiotherapy – 65% CWA All others – 50% CWA</td>
<td>Pharmacy and Physiotherapy – 65% CWA All others – 50% CWA</td>
</tr>
</tbody>
</table>

Notes:
1. Quotas will apply to the streams of Physiotherapy, Exercise, Sport and Rehabilitation Science, Occupational Therapy for entry into Diploma and progression to the second year of the degree. In the event that the quota is exceeded, students with the highest grade point average will proceed to the university.
2. Depending on the stream some students may be required to provide health/ legal checks and/or complete an Aquatic/Hydrotherapy Rescue Award and a Senior First Aid Certificate or respective equivalent before completing first year (The Health Sciences Diploma).
3. Restrictions on student numbers progressing from the Diploma to the second year of the degree may apply from time to time according to the availability of clinical placements. Students who fail units in the Diploma may be excluded from progressing if the total number of students eligible to progress, exceed the quota that is applicable at that time.

6. Failure to meet the specific course progression rule

6.1. Students failing to meet the specific course progression rule will be required to meet with a Student Advisor to discuss their study options which may include repeating passed units in order to boost their mark average (Certificate IV, TAP or Stage 1 of the Diploma) changing stream or course or repeating a failed unit(s).

6.2. For more information on failing one or more units in the Tertiary Access Program, please refer to Table 2 below.
Table 2. Course Progression Rules for Students who have failed 1 or more units in the Tertiary Access Program

<table>
<thead>
<tr>
<th>Situation</th>
<th>Course</th>
<th>Action Student Must Take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed 1 Unit</td>
<td>Commerce Arts and Creative Industries</td>
<td>Repeat one failed unit and enrol in only 2 other diploma units</td>
</tr>
<tr>
<td></td>
<td>Built Environment</td>
<td></td>
</tr>
<tr>
<td>Failed 1 Unit</td>
<td>Engineering Health Sciences Information Technology</td>
<td>Repeat failed unit provided entry into the Diploma is available in the following study period. If the Diploma program is not available the following study period the student will have a gap or may change course. Student may repeat a passed unit(s) in addition to failed units if at risk of not achieving the required course average. Students may not enrol in Diploma units concurrently whilst repeating TAP units unless approval has been provided by the Program Coordinator/Academic Director.</td>
</tr>
<tr>
<td>Failed 2 or more units</td>
<td>All courses</td>
<td>Must meet with a Student Advisor to discuss study options.</td>
</tr>
<tr>
<td>Passed all 4 units</td>
<td></td>
<td>Must meet with a Student Advisor to discuss study options.</td>
</tr>
<tr>
<td></td>
<td>but failed to achieve the required average</td>
<td></td>
</tr>
</tbody>
</table>

6.3. Students who fail to satisfy progression rules must be aware that they may have a Gap between their certificate and diploma studies or diploma and 2nd year program.

6.4. If the student is a sponsored student and fails to satisfy the progression rules, the student’s sponsor will be notified.

7. Combined Enrolment

7.1. Students who have 1 or 2 units left in their Certificate IV Tertiary Preparation Program or Stage One of their diploma, may be able to combine Diploma Stage 2 units (with the exception of Engineering, Health Sciences and Information Technology, unless by special approval from the Program Coordinator/Academic Director) in their study plan.

8. Extension Studies

8.1. Students in their final study period of the Diploma with a maximum of two units to complete may be permitted to enrol concurrently in Curtin University second year extension units. In order to be eligible, students must have a CWA of at least 65% and must meet with their Program Coordinator to obtain a permission letter. Curtin University does not offer extension units for all degrees so this option may not be available for some students.

Note: International students on a ‘student visa’ must have a Confirmation of Enrolment that covers the duration of the extension units.

9. Administrative procedures

9.1. This policy and related documentation is accessible through the Curtin College website at: http://www.curtincollege.edu.au
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<table>
<thead>
<tr>
<th>Version (date):</th>
<th>Changes/Improvements made:</th>
</tr>
</thead>
</table>
| v2.5 (Oct 2015) | • Updated definitions table in light of new Diploma programs that are offered in 2 stages (depending on entry levels) and noted courses that are in teach-out mode due to the new programs.  
• Updated 5.1, 5.1.1 and 5.2  
• Table 1 Course Progression notes teach-out  
• Table 2 Updated table for students who have fail 2 or more units.  
• Refined wording in 7.1 (Combined Enrolment) |
| v2.4 (June 2015) | • Item 3 Definitions table updated  
• Item 5.1, 5.1.3, 5.2, 6.1 and 7 updated  
• Item 5.3 removed  
• Table 1 updated to include Stage 1 to stage 2 of diploma and notes relating to table updated |
| v2.3 (March 2015) | • Updated Section 4. Courses  
• Updated Table 1 course weighted average requirements  
• Deleted reference to semesterised courses in 6.3 as students may have a GAP in some trimesterised courses. |
APPENDIX 1 – Formula for Calculating SWA and CWA

The formula used is $\frac{\text{Sum (Unit Credits x Mark)}}{\text{Sum (Unit Credits)}}$

The mark for each completed unit must be multiplied by the credit weighting of the unit.

<table>
<thead>
<tr>
<th>For example: Unit</th>
<th>Credits</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>12.5</td>
<td>57</td>
</tr>
<tr>
<td>Unit 2</td>
<td>25</td>
<td>60</td>
</tr>
<tr>
<td>Unit 3</td>
<td>25</td>
<td>63</td>
</tr>
<tr>
<td>Unit 4</td>
<td>25</td>
<td>67</td>
</tr>
</tbody>
</table>

$[\text{Sum (Unit Credits x Mark)}]$

- Unit Credits x Mark
  - $12.5 \times 57 = 712.5$
  - $25.0 \times 60 = 1500$
  - $25.0 \times 63 = 1575$
  - $25.0 \times 67 = 1675$

Therefore, $[\text{Sum (Unit Credits x Mark)}] = (712.5 + 1500 + 1575 + 1675) = 5462.5$

$[\text{Sum (Unit Credits)}]$

- $12.5 + 25.0 + 25.0 + 25.0 = 87.5$

Therefore, $[\text{Sum (Unit Credits x Mark)}] / [\text{Sum (Unit Credits)}]$

Is $5462.5 / 87.5 = 62.43$

Calculated SWA in this example is 62.43.