

# Progression Rules for all Courses

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<b>Related Documents:</b>	Admission and Student Selection Policy Awards and Graduation Policy Enrolment Policy Progress & Attendance Policy

## 1. Overview

- 1.1. These progression rules apply to all Curtin College students who are currently enrolled in one program 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. **Combined Enrolment** - Refers to enrolments which combine the studying of units in Stage 1 while also being enrolled in units in Stage 2 e.g. enrolled in last unit/s of the Diploma (Stage 1) while also enrolled in Diploma (Stage 2) unit/s.
- 3.2. **Program 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'.
- 3.3. **Diploma (1 Year)** - Diploma program 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 program. *Due to the new Diploma (2 stage) program this program is in teach-out mode until February 2017.*
- 3.4. **Diploma** - 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.
- 3.5. **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 program or start their next program if they have finished the previous program. This may occur when a particular unit required to complete the program 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 program earlier or later than the anticipated time and must wait for the commencement of their next program.

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- 3.6. 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/Pro program gram.
- 3.7. 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.
- 3.8. Study Period:** A discrete period of study within a program, namely a semester or trimester, in which a student undertakes and completes units of study.
- 3.9. 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. Programs

#### 4.1. Trimester Programs

- Diploma of Commerce
- Diploma of Arts and Creative Industries
- Diploma of Built Environment

#### 4.2. Semester Programs

- Diploma of Engineering
- Diploma of Health Science
- Diploma of Information Technology

### 5. Programs Progression Rules

#### 5.1. Program Specific Progression Rules

Students must achieve the required learning outcomes as specified in each Unit Outline, to progress from one 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.

Program structure and descriptors of the required units are located on the Curtin College website and in the Curtin College Brochure.

##### 5.1.1. Diploma students progressing to Bachelor Degree

Students must successfully complete the all of the prescribed units in the Diploma and achieve the required program 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 Program earlier than anticipated the total program 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 Program and the commencement of their subsequent program 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 meet with a Student Learning Advisor and complete a "Deferral Form".

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**Table 1. Program Progression**

Program	From Diploma (Stage 1) to Diploma ( Stage 2)	From Diploma to Bachelor Degree
<b>Commerce</b>	Completed program requirements	Completed Diploma program requirements
<b>Built Environment</b>	Completed program requirements	Completed Diploma program requirements
<b>Arts and Creative Industries</b>	Completed program requirements	Completed Diploma program requirements
<b>Information Technology</b>	Completed program requirements	Completed Diploma program requirements
<b>Engineering</b>	55% CWA	Completed Diploma program requirements
<b>Health Sciences (refer notes below)</b>	<i>Pharmacy and Physiotherapy – 65% CWA Pharmacy students to achieve a minimum of 65% in Stage One Chemistry. All others – 50% CWA</i>	<i>Pharmacy and Physiotherapy – 65% CWA All others – 50%</i>

**Notes:**

- 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.*
- 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).*
- 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 Program progression rule**

- 6.1.** Students failing to meet the specific program progression rule will be required to meet with their Program Coordinator to discuss their study options which may include repeating passed units in order to boost their mark average changing stream or program or repeating a failed unit(s).
- 6.2.** Students who fail to satisfy progression rules must be aware that they may have a Gap between their diploma and 2nd year program.
- 6.3.** If the student is a sponsored student and fails to satisfy the progression rules, the student's sponsor will be notified.

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## 7. Combined Enrolment

**7.1.** Students who have 1 or 2 units left in Stage One of their diploma, can 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' can only do extension units if their Confirmation of Enrolment with the College 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>

Version (date):	Changes/Improvements made:
V3.0 (Aug 2016)	<ul style="list-style-type: none"> <li>Deleted reference to Certificate IV in Tertiary Preparation Program as this program is no longer offered by the College.</li> <li>Title change – Student Advisor changed to Student Learning Advisor</li> </ul>
V2.6 (Mar 2016)	<ul style="list-style-type: none"> <li>Removed references to the Tertiary Access Program as this ceased in Feb 2016.</li> <li>Health Sciences Diploma (Stage 1) progression to (Stage 2) in the Pharmacy stream updated in table 1.</li> <li>Title change – Program Coordinator change to Program Manager</li> </ul>

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## APPENDIX 1 – Formula for Calculating SWA and CWA

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

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

For example: Unit	Credits	Mark
Unit 1	12.5	57
Unit 2	25	60
Unit 3	25	63
Unit 4	25	67

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

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.