

<b>Policy Owner</b>	Academic Director
<b>Contact Officer:</b>	Academic Director
<b>Policy Number:</b>	QTDPO011
<b>Approved by:</b>	Academic Board
<b>Date Approved:</b>	December 2011
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<b>Related Policies:</b>	Admission and Student Selection Policy Appeals Policy Awards and Graduation Policy Enrolment Policy Refund Policy Reachout and Wellbeing Intervention Process Student Wellbeing, Counselling & Support Policy
<b>Related Documents:</b>	Articulation Rules for all Programs Reach Out and Wellbeing 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 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.
- 1.3 The Board of Examiners (BoE) is responsible for determining a student's Academic Status.
- 1.4 Curtin College Academic progress policy and processes are designed to meet the requirements of the Higher Education Standards (Threshold) Framework 2015, Higher Education Support Act 2003 and Education Services for Overseas Students Act 2000 (ESOS Act).
- 1.5 This policy provides access to an equitable learning environment to all current and prospective students who experience a disability, who may be from an Under-represented population, or other demonstrable factors that may affect their health, safety, or wellbeing.

## 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:** An Academic status is assigned by the Board of Examiners to each student at the end of each study period in which the student is enrolled. Academic status shall be one of the following three categories: Good Standing, Conditional and Terminated to be determined as per Schedule 1.
- 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 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 the Government Department 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 **Diploma:** A Higher Education accredited award comprising of two stages.
- 3.10 **The Education Services of Overseas Students Act 2000 (ESOS ACT 2000):** This Act regulates the delivery of education services to international students.
- 3.11 **Full Time Study Load:** A study period consisting of 3 or more units of study equating to a 75 or more credit points.
- 3.12 **Good Standing:** The student is achieving satisfactory academic progress and is permitted to continue in the Program.
- 3.13 **Graduate Certificate:** a Higher Education accredited award comprising of 100 credit points to be completed in one study period.
- 3.14 **Intent to Report:** Communication advising an International student of the College's intent to report them to the Government Department 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 Jan 2018).
- 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 **Postgraduate Preparation Program (PPP):** is a program that prepares international students for the Graduate Certificate and further postgraduate studies at Curtin University.
- 3.23 **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.
- 3.24 **Provider Registration and International Student Management System (PRISMS):** The international student database system used by the Department of Education and the Government Department (as relates to immigration) for the purpose of receiving and storing information about international students with respect to the 'the ESOS Act..
- 3.25 **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.

- 3.26 **Study Period:** A discrete period of study within a Program in which a student undertakes and completes units of study.
- 3.27 **Terminated Status:** An academic status given to a student has not achieved satisfactory progress and will have their enrolment with the College cancelled.
- 3.28 **“Under-represented”** populations include:
  - Aboriginal and Torres Strait Islander People
  - People from lower socio-economic backgrounds
  - People with disability
  - People from remote or isolated areas
  - People who are first in their family to attend university or other higher educational institution
  - People from non-English speaking backgrounds.
  - Women in areas of study where they have been under-represented, such as engineering (or even STEM)
  - LGBTQI+
- 3.29 **Unit:** A discrete component of study within a program.
- 3.30 **Unsatisfactory Progress:** Is defined as passing less than 50% of the units studied in a given study period.

## 4. Policy Principles

- 4.1 The Board of Examiners confirms Final Grades/Marks (refer Schedule 2) and Academic Status as well as applying Progression Rules for all enrolled students.
- 4.2 Student academic progress is monitored to identify students in need of academic, attendance and wellbeing intervention strategies.

Version	Last changes:
V5.3 Aug '18	<ul style="list-style-type: none"> <li>• Discontinued Conceded Pass (Grade PC). Curtin University have removed conceded passes from their grade schema as per recent changes made by Curtin University in their Assessment and Student Progression Policy. In this context, any conceded pass grade granted by Curtin College will not be recognised for Credit for Recognised Learning by the University. In place of a Conceded Pass, students will be considered for supplementary or further assessment.</li> <li>• Transferred Academic Status descriptors to a new Schedule 1.</li> </ul>

## 5. Policy Implementation

Boards of Examiners meet at the end of each study period and are responsible for:

- Ratification of final Grades/Marks for each unit attempt by each student;
- Determination of the Academic Status of each student enrolled in a Program.
- Approving a recommendation from the Academic Director for any exceptions to this Policy.

### 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:
- 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 Progression from Diploma (Stage 1) to Diploma (Stage 2) as per the Articulation Rules for all Programs policy.

### 5.4 Appealing Conditional or Terminated status

- 5.4.1 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.
- 5.4.2 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 their previous highest Conditional Academic Status.
- 5.4.3 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 'Achieving Satisfactory Course Progress'. In such a case the student will be reported to the Government Department in accordance with relevant legislation which may result in the cancellation of their student visa.

### 5.5 Extension of CoE for International Students

- 5.5.1 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, a new CoE will be issued, and the Government Department notified of this Program extension and the reason via PRISMS.

- 5.5.2 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 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): 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.

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V5.3 Aug '18	<ul style="list-style-type: none"> <li>• Discontinued Conceded Pass (Grade PC). Curtin University have removed conceded passes from their grade schema as per recent changes made by Curtin University in their Assessment and Student Progression Policy. In this context, any conceded pass grade granted by Curtin College will not be recognised for Credit for Recognised Learning by the University. In place of a Conceded Pass, students will be considered for supplementary or further assessment.</li> <li>• Transferred Academic Status descriptors to a new Schedule 1.</li> </ul>
V5.2 May '18	<ul style="list-style-type: none"> <li>• Inclusion of the rules as relates to the Postgraduate Preparation Program (PPP) and Graduate Certificate program.</li> </ul>
V5.1 (May 2018)	<ul style="list-style-type: none"> <li>• Inclusion of the Conceded Pass conditions</li> <li>• Inclusion of the Progression Rules conditions</li> <li>• Inclusion of reference to under-represented groups</li> <li>• Inclusion of the Grading System as Schedule 1</li> <li>• Included the progression rules for Diploma (Stage 1) to Diploma (Stage 2) according to the Articulation Rules for all Programs</li> <li>• Related documents updated to include the Articulation Rules for all Programs</li> <li>• Replaced DIBP with 'the Government Department', which is now the Department of Home Affairs</li> </ul>

## Schedule 1 – Academic Status Categories

### Academic Status Categories – Diploma Students

Current Academic Status	Criteria - If any of the following occur	Academic Status for the following Study Period
Good Standing	Student passes 50% or more of their enrolled units in a study period	Good Standing
Good Standing	Student passes less than 50% of their enrolled units in a study period	Conditional Status 1
Conditional Status 1	Student passes less than 50% of their enrolled units in a study period	Conditional Status 2
Conditional Status 2	Student passes less than 50% of their enrolled units in a study period	Conditional Status 3
Conditional Status 3	Student passes less than 50% of their enrolled units in a study period	Terminated
Conditional Status 1, 2 or 3	Student passes 50% or more of their enrolled units in a study period.	Returns to an Academic Status which is one level lower
Good Standing, Conditional Status 1 or 2	Student fails a unit for the second time	Conditional Status 3
Good Standing, Conditional Status 1, 2 or 3	Student fails a unit for the third time	Terminated
All Academic Status	Student changes Program	Remains on the previous Academic Status

PPP and Graduate Certificate Academic status shall be one of the following three categories: Good Standing, Conditional and Terminated to be determined as follows:

### Academic Status Categories – PPP and Graduate Certificate Students

Current Academic Status	Criteria - If any of the following occur	Academic Status for the following Study Period
Good Standing	Student passes 50% or more of their enrolled units in a study period	Good Standing
Good Standing	Student passes less than 50% of their enrolled units in a study period	Conditional Status 1
Conditional Status 1	Student passes less than 50% of their enrolled units in a study period	Terminated
Condition 1	Student passes 50% or more of their enrolled units in a study period	Returns to Good Standing
Good Standing or Conditional Status 1	Student fails a unit twice	Terminated

## Schedule 2 - Curtin College Grading System

Curtin College's grading system is based on the Curtin University grading system as provided in their Assessment and Student Progression Manual (October 2015) available on the Curtin University website: <http://policies.curtin.edu.au/>

### Grade/Mark Units – Final Grades

Grade	Mark (Range)	Description	Application
10	100	High Distinction	Student has passed a unit classified as a grade/mark unit and achieved a percentage mark in the range specified without Supplementary Assessment or without a pass having been conceded.
9	90 -99	High Distinction	As above
8	80 – 89	High Distinction	As above
7	70 – 79	Distinction	As above
6	60 – 69	Credit	As above
5	50 – 59	Pass	As above
F	0 – 99	Fail	Student has failed a unit classified as a grade/mark unit
PX	0-100	Pass After Supplementary Assessment	Student has passed the unit following a Supplementary Assessment. PX shall replace the previously recorded X and the mark will remain the same as that originally recorded.
FX	0-100	Fail After Supplementary Assessment	Student has failed the unit following a Supplementary Assessment. FX shall replace the previously recorded X and the percentage mark will remain the same as that originally recorded.
NC	0-99	Fail – Incomplete/Insufficient Assessment	May be used as an alternative to F at the discretion of the Board of Examiners where a student has not completed or submitted all required assessable work for the unit.
ANN	0	Result Annulled Due to Academic Misconduct	Student has been found guilty of academic misconduct and a penalty of an ANN grade has been imposed.
W		Withdrawn from unit	Student has withdrawn from the unit after census date and before week 9.
EX		Exemption	Credit granted towards particular or specific unit(s) within a course.
DA		Deferred Assessment	Where an assessment task within a unit of study is approved to be done at a later date. A DA grade must be converted to a final result by no later than the end of the next study period that the student would normally enrol in. Any extension must be approved by the Program Coordinator or nominee.
X		Outstanding Supplementary Assessment	Student, who otherwise would be awarded a grade of F or FAIL, is granted a Supplementary Assessment by a Board of Examiners. Once the supplementary assessment is completed, the student shall be awarded a grade of either PX (Pass After Supplementary Assessment) or FX (Fail After Supplementary Assessment). In both cases, for grade/mark units the original mark shall be retained. An X grade must be converted to a final result by no later than the end of the next study period that the student would normally enrol in.