

Monitoring Course Progression Procedure

Policy Code: LT879

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Purpose

This procedure describes how the University will:

- systematically monitor, record and assess the program progression of each international student for each course of the program they are enrolled in;
- be proactive in notifying, supporting and counselling students who are at risk of failing to meet program progression requirements.

This procedure also describes the circumstances in which the University will report students via PRISMS if students do not meet program progression requirements.

For international students studying ELICOS including EAP, attendance in these programs is in accordance with [International Student Attendance Requirements Procedure](#).

This procedure ensures the University's compliance with Standard 8 of the National Code 2018.

Scope

This procedure details the University's practices as they apply to international students.

Definitions

Term	Definition
At Risk:	An 'At Risk' student is a student who for any reason, is considered as not, or potentially not, meeting program or course progression requirements.
CUP:	Centre for University Partnerships
School:	School delivering programs to international students.

Term	Definition
HDR student:	Higher Degree by Research student.
Immigration	Department of Home Affairs
Intervention Strategy:	Any documented action targeted at addressing the needs of an 'at risk' student.
Partner Provider (PP):	Educational institute providing programs and courses of the University through an approved Education Agreement.
PRISMS:	The Provider Registration and International Student Management System
Program:	A full-time registered program of education or training registered on CRICOS for the attainment of a testamur or certificate. Defined as course in the ESOS Act. May also be known as Course in the TAFE sector.
Program/Course Progression/ Progress:	The measure of advancement through academic merit or skill based competencies towards the completion of a program/course as per course/ unit/module guidelines.
Satisfactory Progress:	Satisfactory completion of the academic merit or skill based competency requirements as per course/unit / module guidelines.
Student:	A person who holds an Australian Student Visa, and is an 'overseas Student' as defined by the ESOS Act.
Study Period:	Teaching period up to but not exceeding six months as defined by timetable or study plan. For this procedure: for Higher Education a study period is a semester and for VET programs mid-point of course (six month course or less) or a semester.
Unsatisfactory Progress:	At a minimum where student has failed or is not deemed competent in 50 % or more of units/courses attempted in a study period as per program/course outline. A TAFE student may only repeat a unit twice before not meeting academic progress for individual units which may affect their overall academic progress for the study period.

Actions

The University's academic approved program/course/module guidelines specify the progress requirements for each program/course/module that forms part of a program or course. These guidelines are communicated to staff and students via the Program Handbook or website. For HDR candidates refer to the Candidature Management Procedure.

Actions required to meet this procedure are outlined in the following section:

Program Progression Monitoring.

Program Progression Monitoring

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Interim Monitoring: As far as practicable student's progress will be assessed on completion of the	School/ PP	For coursework students only. Does not apply to HDR candidates.

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
	first assessment task in each course, in each semester/study period of program.		
2.	If the student's results are below the required standard or he/she did not lodge an assessment task a communication is sent from the School/PP.	School / PP	<p>For coursework students only. Does not apply to HDR candidates.</p> <p>Preferred correspondence to be sent to students can be sent via FDLGRADES for higher education coursework students. Similar wording in the correspondence can be used for VET students.</p> <p>Refer to University's Intervention Strategy - Monitoring Course Progression Guidelines.</p>
3.	Assess student's program progression at the end point of each semester/study period for the program.	School/ PP	<p>For coursework students only. Does not apply to HDR candidates.</p>
4.	<p>Determine outcome:</p> <ul style="list-style-type: none"> • Student satisfactorily progresses; or • Student has failed less than 50% of courses studied e.g failed one course out of four, in the semester/study period. Refer Point 3; or • Student's progress is unsatisfactory (student at risk) but has not met the exclusion level. Student is sent a letter advising of unsatisfactory progress; or • Student's progress is unsatisfactory – leading to the decision to exclude or suspend the student from their program. Student is sent a letter advising they are either excluded or suspended. The letter advises the student on how to appeal their exclusion or suspension. 	School / PP	<p>Preferred correspondence for unsatisfactory progress or advising student of exclusion or suspension from program can sent via FDLGRADES for higher education coursework students. Similar wording in the correspondence can be used for VET students.</p> <p>An Intervention Strategy must be implemented by the School or PP at enrolment, if a student, at a minimum, has failed 50% or more of the courses attempted in a semester/study period. Refer to University's Intervention Strategy - Monitoring Course Progression Guidelines.</p> <p>HDR Candidates are monitored via progress reports as per the HDR Candidature Management Procedure.</p>
5	<p>Appeal:</p> <ul style="list-style-type: none"> • The student may appeal the decision to exclude or suspend his or her enrolment in accordance with Statute 5.5. Letter advising exclusion or 		<p>Correspondence to students in regard to appeals and appeal outcomes must be sent to student's University student email account followed by Australia Post to current postal address. Postage</p>

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
	<p>suspension from program must state the student has 20 working days from date of receiving the letter to appeal and provide information on the appeal process.</p> <ul style="list-style-type: none"> The student will remain enrolled until the Internal / External appeals processes are finalised where applicable. 		<p>can be regular, express or registered post.</p>
6.	<p>If the student has been excluded, the student must be reported via PRISMS of the student not achieving satisfactory program progress as soon as practicable.</p>	CUP	<p>Reporting of student is to occur when:</p> <ul style="list-style-type: none"> The student does not access the Appeals process within the 20 day working period; or Withdraws from the process; or Is unsuccessful in having the decision overturned through the Appeals process. <p>Students who choose to appeal to the Ombudsman Victoria must do so within 10 working days of the date of letter and must notify CUP of their lodgement reference number in order not to be reported to Immigration.</p> <p>Immigration must be notified via PRISMS at the appropriate point noted above. The student will be advised by email that they have been reported to Immigration.</p>

Responsibilities

Specific responsibilities for action are included under Actions.

School

Partner Provider

Research Services

Policy Base

- [ESOS Act 2000](#).
- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 \(The National Code\)](#).
- [Statute 5.5 - Unsatisfactory Progress](#).

Associated Documents

- [Student Appeal Policy](#).
- [Student Appeal Procedure](#).
- [Intervention Strategy - Monitoring Course Progression Guidelines](#).
- [HDR Candidature Management Procedure](#)

Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Completed Assessment Tasks	Grades Software or equivalent	Teacher/Lecturer/Tutor	7 years
Evidence of assessing a students course progress at the end of each study period	Grades Software or equivalent	Teacher/Lecturer/Tutor	7 years
Intervention Strategy agreement	Student file	School/PP	7 years
Students Study Plan as a result of intervention strategy	Student file	School/PP	7 years
Notification letters / emails of the intention to report sent to students	Student file	School	15 years
HDR Progress Reports	Student file	Director, Research Services	7 years
Evidence of an appeals	Student file	School/Research Services	7 years upheld 15 years dismissed

Implementation

The [Monitoring Course Progression Procedure](#) will be implemented throughout the University via:

1. an Announcement Notice under through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure;
2. inclusion on the University's Policy, Procedure and Forms website.