

Policy and Procedure – Course Progression Policy and Procedure for International Students

Navitas Professional Institute

Document

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September 2015	Stages of course progression management changed	September 2020

Course Progression Policy and Procedure for International Students

1. Purpose and Scope

The College monitors student progression in order to provide timely intervention and appropriate support in order to assist international student to complete their course within the terms of their student visa, and to ensure that students do not incur unnecessary debt.

The policy defines unsatisfactory course progression, specifies the way in which the College will intervene to support international students at risk of not making satisfactory course progression, and makes clear the consequences for making unsatisfactory course progression.

The policy applies to international students enrolled in higher education courses offered by the College.

2. Policy

The College proactively monitors international student progression in order to provide timely intervention and appropriate support in order to assist international student to complete their course within the terms of their student visa, and to ensure that students do not incur unnecessary debt.

2.1 Principles

The following principles underpin the student course progression policy and processes:

2.1.1 Duty of care toward the student

- Providing appropriate, timely and proactive support for students in order that they may achieve their academic goals and course outcomes.
- Ensuring that student debt for the enrolled course is kept to a minimum.

2.1.2 Timeliness

- Course progression is monitored on a trimester basis upon approval of grades by the Board of Examiners. The Registrar's Office ensures that decisions and processes concerning course progression are completed as soon as possible after the approval of results by the Board of Examiners and in time for students to take appropriate action prior to census.

2.1.3 Record-keeping and access to records

- A Course Progression Register is kept by the Registrar's Office and is updated at appropriate times during the academic year. Records will be kept strictly confidential and in accordance with the Navitas Privacy Policy.

2.1.4 Identification on the basis of academic results

- Students are identified under this policy in relation to the academic progression stages on the basis of academic results.

2.2 Course Progression Rules

2.2.1 Students are normally required to make satisfactory course progression to maintain enrolment in their course.

2.2.2 Students who are identified as making unsatisfactory course progression will be given written notice of the College's intention to report the student to the DIBP and the DET. The student will have the opportunity to appeal internally and externally within 20 working days. If the student chooses not to appeal or if the appeal process is unsuccessful the College will report the student through PRISMS.

2.2.3 Students who are identified under this policy normally move sequentially between the intervention stages 1 and 2.

2.2.4 Students are required to observe any additional progression rules relating to their course as specified by the school or college in the course guide or course handbook.

2.3 Course progression stages and criteria

There are three stages of intervention in the management of unsatisfactory course progression. These stages are: Academic caution, At risk and Discontinuation of enrolment.

The Academic Board approves the criteria by which students are considered to be making unsatisfactory course progression and approves criteria by which students are identified at the three intervention stages.

Schedule 1 sets out the approved criteria.

2.3.1 Stage 1: Academic caution

The first stage in the management of student course progression is the academic caution stage. Students are identified at this stage if they meet the criteria for Academic caution as specified in Schedule 1.

Students who meet the criteria for stage 1 as specified in Schedule 1 are notified in writing (mail or email) by the Registrar's Office. The communication will

- Inform the student of support available in academic skills, study skills and personal support,
- Make available a Study Success self-survey (Stage 1) which helps students identify issues and problems and includes the contact information of appropriate support services,
- Instruct the student to
 - contact the appropriate support service provided by the College and
 - negotiate a Learning Contract which will document the intervention measures implemented by the College and agreed to by the student
 - provide a scanned copy of the Learning Contract to the International Student Coordinator at international@acap.edu.au within 10 working days of notification.
- Inform the student of the criteria and consequences of moving to stage 2 in the management of unsatisfactory course progression.

Students at stage 1 will also be reported to the respective school. The school normally contacts the student at this stage to offer support and to advise the student in relation to the management of course progression.

The respective school may have course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

The course progression status of students identified at this stage will be changed to "Academic caution".

2.3.2 Stage 2: At risk of making unsatisfactory course progression

Students are at risk of making unsatisfactory course progression if they meet the criteria for Stage 2: At risk as specified in Schedule 1.

Students who are identified as being at risk of making unsatisfactory course progression are notified in writing (mail or email) by the Registrar's Office. The communication will

- Inform the student of support available in academic skills, study skills and personal support,

- Make available a Study Success self-survey (Stage 2) which helps students identify issues and problems and includes the contact information of appropriate support services,
- Instruct the student to
 - contact the appropriate support service provided by the College and
 - negotiate a new Learning Contract which will document the intervention measures implemented by the College and agreed to by the student
 - provide a scanned copy of the new Learning Contract to the International Student Coordinator at international@acap.edu.au within 10 working days of notification.
- Inform the student of the criteria and consequences of being identified as making unsatisfactory course progression.

Students at this stage will also be reported to the respective school. The school normally contacts the student to offer support and to advise the student in relation to the management of course progression.

The school may have other course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

Students at this stage are encouraged to assess their commitment to their studies and/or consider a course at a more appropriate level of study.

The course progression status of students identified at this stage will be changed to "At risk".

2.3.3 Stage 3: Unsatisfactory course progression and discontinuation of enrolment

The third stage of the intervention identifies students who have made unsatisfactory course progression as specified in Schedule 1.

For International students, the criteria for stage 3 unsatisfactory course progression includes being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criterion applies from the first trimester of study.

Students who are identified as making unsatisfactory course progression will be given written notice of the College's intention to report the student to the DIBP and the DET. The student will have the opportunity to appeal internally and externally within 20 working days. If the student chooses not to appeal or if the appeal process is unsuccessful the College will report the student through PRISMS.

The enrolment of students who are considered to be making unsatisfactory course progression will be discontinued.

2.3.5 Appeals

Students are able to appeal any decision taken by the College in the management of academic progression by using the Academic Grievances, Complaints and Appeals Policy and Procedure within 20 working days of the date of notification of the decision.

[Appeals through the Academic Grievances, Complaints and Appeals Policy and Procedure](#)

3. Procedures

3.1 Tracking student progression and intervention

Students are required to make satisfactory course progression in order to maintain their enrolment in their course. Student results are monitored every trimester by the Registrar's Office after results are approved.

The Registrar's Office identifies students who match the course progression criteria for each stage. Those students are contacted by the Registrar's Office by email or mail and informed of their course progression status.

The status is recorded on the Course Progression Register by the Registrar's Office.

The Registrar's Office also informs the school of the course progression status of its students.

The school may intervene in a variety of ways and normally contacts students to identify and work through issues and problems the student may be having to attempt to support and advise the student and prevent unsatisfactory course progression.

3.2 Strategies to assist students

The school and/or other support services may advise the student of support options available which include:

- Attendance at Study Skills Workshops
- Attendance at PASS program
- Interview with academic coordinator to establish a study plan
- Interview with a Student Counsellor
- Interview with an AccessAbility Advisor
- Library support
- IT support
- One-on-one assistance, for example by Student Learning Support

4. Responsibilities

The Academic Board approves the criteria by which students are considered to be making unsatisfactory course progression and approves criteria by which students are identified at the three intervention stages.

The Registrar's Office is responsible for identifying students under this policy, for keeping course progression records and for communications with students in relation to this policy.

Students are responsible for taking the appropriate action under this policy.

Services such as Student Learning Support, Student Counsellors, AccessAbility Advisors as well as Schools and respective course coordinators are responsible for providing advice to students and the Registrar's Office in relation to this policy.

5. Definitions

Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:

Academic year refers to a full year of academic study with an equivalent full-time study load (EFTSL) of 1.0. This can vary from course to course, but normally comprises two or three trimesters.

AQF refers to the Australian Qualifications Framework.

At risk refers to students who are at risk of not making satisfactory course progression.

CoE A Confirmation of Enrolment (CoE) is issued by the College to an international student to confirm the student's eligibility to enrol in the particular course program offered by ACAP or NCPS

College (the)/ Institution (the) means the Navitas Professional Institute and its colleges (see Registration information below).

Compulsory Study Period The compulsory study period is the standard trimester(s) of study stated in the international student's CoE for the program. It excludes summer school.

DET Department of Education and Training

DIBP The Australian Government's Department of Immigration and Border Protection

PRISMS The Australian Government's Provider Registration and International Student Registration System.

Trimester refers to the name for each of the three standard academic periods/terms in an academic calendar year.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

6. Review

The next scheduled review of this document is listed in the Version Control section on Page 1.

7. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according relevant privacy processes.

8. Related documents

Student Records Management Policy;

Records Retention and Disposal Schedule;

9. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; Australian Qualifications Framework.

10. Registration Information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.

Schedule 1

	Higher Education
	ACAP and NCPS
Stage 1: Academic caution	Fail 50% or more of enrolled units in a trimester based on a full-time load
Stage 2: At risk	Students at stage 1 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit twice
Stage 3: Unsatisfactory course progression	Students at stage 2 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit three times and/or Are not able to complete their course within the terms of their COE and/or Being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criteria applies from the first trimester of study

