<table>
<thead>
<tr>
<th><strong>Title of Policy</strong></th>
<th>International Student Course Progression Policy</th>
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| **Purpose of Policy** | This policy outlines the minimum standard of academic performance for international students of ACAP and NCPS. The policy details the way in which these Colleges identify international students who are ‘at risk’ of making unsatisfactory course progression and the measures that will be employed to assist ‘at risk’ students to complete their studies within the specified duration of their student visa. The policy also outlines the process whereby an international student’s enrolment can be cancelled as a result of unsatisfactory course progression. |

| **Scope of Policy** | This policy applies to international students studying in Australia on a student visa enrolled in a course of study at ACAP or NCPS. |

| **Definition of Terminology** | **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.  
**Compulsory Study Period:** The compulsory study period is the standard term(s) of study stated in the international student’s CoE for the program. It excludes the summer school term(s).  
**Cancellation of enrolment:** In the context of this policy it refers to permanent cancellation of an international student’s course enrolment when an international student has made Unsatisfactory Course Progress.  
**Study Period:** A study period is referred to as a trimester or term of study. There are three standard 12-week trimesters of study and one summer school term of study.  
**TPS:** The Australian Government’s Tuition Protection Service  
**DIBP:** The Australian Government’s Department of Immigration and Boarder Protection  
**PRISMS:** The Australian Government’s Provider Registration and International Student Registration System |

| **Policy** | ACAP and NCPS will be proactive in notifying and counselling international students who are at risk of failing to meet their course progress requirements. The Colleges have established minimum satisfactory academic performance standards that must be met by enrolled international students.  
An international student who fails to meet the satisfactory academic performance standard or who’s academic performance puts them at risk of not being able to complete her/his program in the standard term(s) of study stated in their CoE for the program is considered to be ‘at risk’ of not making satisfactory course progress.  
**Satisfactory Academic Performance:** An international student is regarded as having made satisfactory performance when s/he has passed at least 50% of attempted unit/s of study in a compulsory study periods and is able to complete their studies in the duration stated in the student’s CoE for the program.  
**‘At Risk’:** An international student is considered to be ‘at risk’ of not making satisfactory course progress if s/he:  
• has not been regarded as having met Satisfactory Academic Performance as defined in this policy; or  
• has met Satisfactory Academic Performance as defined in this policy but has failed one or more attempted unit/s of study in a compulsory study period and as a result is ‘at risk’ of being unable to complete her/his program in the standard term(s) of study stated in the student’s CoE for the program.  
International students who have been notified that they are ‘at risk’ of not making satisfactory course progress are required to participate in the academic intervention strategy described in this policy. This process enables the College to assist international students who are having difficulty with their studies and to support international students |

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to ensure that they will complete their studies in the duration stated on the CoE for the program.

**Satisfactory Course Progression:** An international student is regarded as having made satisfactory course progression when s/he has passed at least 50% of all attempted unit/s of study in a standard full-year of academic study stipulated for their course, which is normally either three (3) consecutive standard study periods or two (2) consecutive study periods, depending on the course of enrolment.

**Unsatisfactory Course Progression:** An international student is regarded as having made unsatisfactory course progression if s/he has not attained a final grade of a pass or higher in at least 50% of his or her unit/s of study attempted across:

- two (2) consecutive study periods where a standard full-year of academic study stipulated for their course is three (3) study periods.
- one (1) study period where a standard full-year of academic study stipulated for their course is two (2) study periods.

Unsatisfactory Course Progression could lead to the student being reported (via PRISMS) to the relevant Australian Government Departments, including the Secretary of the Department of Education, Department of Immigration and Border Protection (DIBP) and Director of the Australian Government’s Tuition Protection Scheme (TPS), and results in cancellation of his or her visa depending on the outcome of any appeals processes, as described in this policy.

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<tr>
<th>Procedure</th>
<th>Monitoring of Satisfactory Course Progression</th>
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<td>The College will monitor the academic performance of international students at the conclusion of each compulsory study period, following the ratification of student’s results by the College Board of Examiners, to identify students who are ‘at risk’ of making unsatisfactory course progression. This process enables the College to assist international students who are having difficulty with their studies and to support international students to ensure that they will complete their studies in the duration stated on the CoE for the program.</td>
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<td></td>
<td>Responsibility for monitoring and recording the academic performance of international students lies with the Registrar who can delegate certain responsibilities to appropriate staff members as required.</td>
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**Notification(s) issued to international students identified as ‘at risk’**

If an international student has been identified as being ‘at risk’ of making unsatisfactory course progression, he or she will be sent via email and post, a written notification by the Registrar (or the delegated representative) within the first two weeks of the following study period.

This Notification will include the following information (at a minimum).

- Firstly, it will make clear why the student has been identified as ‘At Risk’ and their individual obligations as an identified ‘at risk’ student. These obligations include the student being required to liaise with the College to agree on academic intervention strategy and enter into a Learning Contract with the College Student Support Office for their campus within 20 days of the date on the Notification.
- Secondly, it will provide information about the College’s ‘At Risk’ academic intervention strategy and associated academic support and counselling services.
- Thirdly, it will outline the student’s right to appeal within 20 working days of the date of the Notice, should the student believe that s/he has been identified as ‘at risk’ unjustly or that compassionate or compelling circumstances apply.
- Fourthly, it will inform the student of the consequences of their not participating in the academic intervention strategy and entering into a Learning Contract as described in this policy and of not making satisfactory course progress which could lead to the student being reported to relevant Australian Government Departments and cancellation of his or her student visa.

The Registrar (or the delegated representative) is responsible for notifying the College.
Student Support Office at each respective campus of the international students who have been identified as ‘at risk’. The Student Support Office is responsible for liaison with the identified ‘at risk’ student(s) to arrange a suitable time to discuss the academic intervention strategy and the formation and entering into the Learning Contract.

**Extension of duration of an international student’s CoE**

Where an international student identified is unable to complete their course within the expected course duration specified on the student’s CoE for the program the College may only extend the duration of the student’s CoE for the program as the result of:

a) compassionate or compelling circumstances (for example, illness where a medical certificate states that the student was unable to attend classes or where the College was unable to offer a pre-requisite unit);

b) the College implementing its intervention strategy for international students who were at risk of not meeting satisfactory course progress as describe in this policy; or

c) an approved deferment or suspension of study has been granted in accord with College policy (refer to Student Rules on Enrolment, and Academic Misconduct and Non-Academic Misconduct policies, respectively).

The Registrar is authorised to approve an extension variation to the international student’s CoE for the program, where the College is able to do so as identified above. The Registrar is responsible for ensuring the approved variation is reported to the relevant Australian Government Department(s) (via PRISMS) and issuing the international student a new CoE for the program that reflects the approved extension variation in required regulatory timeframes.

**Academic Intervention Strategy**

As the first step of the College’s Academic Intervention Strategy, ‘at risk’ international students are required to meet with a representative from Student Support Services within 20 days of being issued notification that they are to undertake the College’s Intervention Strategy.

The representative from Student Support Services (in consultation with relevant academic staff) and the student will then work together to identify strategies to assist the student in achieving a more satisfactory level of academic performance. Strategies that could be employed to assist the student will differ depending on the specific situation could include, but are not limited to:

- attending academic skills workshops;
- receiving individual case management;
- attending counselling;
- being placed in a suitable alternative subject within a course or a suitable alternative course;
- advising the student on the suitability of the units in which they are enrolled;
- advising the student on a reduction in course load;
- advising the student on the opportunities to be reassessed for tasks in units; or
- any combination of the above.

By the end of this initial meeting the representative from Student Support Services and the student will agree on a Learning Contract. The Learning Contract will detail the specific conditions that the ‘at risk’ student will be required to satisfy. While the Learning Contract may contain a number of specific requirements, such as attendance at additional English language Classes or 100% attendance at class, the minimum requirements of the Learning Contract will be as follows:

- Attain a final grade of a Pass or higher in at least 50% of all units attempted in the next compulsory study period.

The Learning Contract is signed by both the student and the representative from Student Support Services. A copy is given to the student and a copy is also kept on the student’s file.
A representative from Student Support Services monitors the student’s progress in meeting the requirements of their Learning Contract.

Should the student meet the requirements of their Learning Contract then the representative from Student Support Services can recommend to the Registrar (or the delegated representative of the Registrar) that the student no longer be considered to be ‘at risk’.

International students who have been notified that they have been identified as ‘at risk’ of making unsatisfactory course progress who fail to meet with a representative from Student Support Services within 20 days of being issued notification (without prior written agreement for a later meeting time with the Student Support Services) and/or who fail to enter into the Learning Contract are considered to have breached this Policy and the matter is referred to the Registrar for handling in accordance with the College Non-academic Misconduct Policy and associated Principles of Procedural Fairness policy.

**Notification issued to international students identified as having made unsatisfactory course progression**

International students who are identified as having made unsatisfactory course progression are issued a ‘Notification of Intention to Report’ notice via post. The ‘Notification of Intention to Report’ will make clear that the student has breached their visa condition in relation to course progression requirements. It will also make clear that once the College has notified the relevant Australian Government Department(s) via PRISMS of the intended cancellation of the student’s enrolment due to unsatisfactory course progression that the student has 28 days in which to leave Australia or to provide to the DIBP his or her new Confirmation of Enrolment or evidence that he or she has accessed an external appeals process. This notice will also advise the student that s/he has 20 working days in which to appeal this decision through the College's grievances and appeals policy and procedures.

In the event that a student accesses the College’s grievances and appeals process, within the required 20 working day timeframe, the College will maintain a student’s enrolment throughout the internal and external appeals process and will not report the student to the relevant Australian Government Department(s) for unsatisfactory course progression until the appeals process is complete and has supported the College’s decision to report.

Whether or not the College continues to offer learning opportunities to the student throughout the internal and/or external appeals process will be determined on a case-by-case basis. *(For further details refer to the College’s Academic Grievances and Appeals Policy and Procedures).*

If the outcome of the student’s appeal shows that there was an error in calculation, and the s/he actually made satisfactory course progress (successfully completed more than 50% of the course; requirements for that study period), the College will not report the student to the relevant Australian Government Department(s).

If the outcome of the student’s appeal shows that s/he has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, the College will provide on-going support to the student through the College academic intervention strategy and will not report the student to the relevant Australian Government Department(s).

If the outcome of the student’s external appeal supports the College’s decision to report, or in the event that a student does not access the College’s Academic Grievances and Appeals processes within the required 20 working day time frame stated above or if the student withdraws from the grievances and appeals process, the College’s Registrar will, within 24 working hours of this outcome, notify the relevant Australian Government Department (via PRISMS) that the student has failed to meet satisfactory course progress requirements and will not complete their studies and as such will not complete their studies within the specified duration of the CoE for the program.

**Record Keeping**

The Registrar is responsible for ensuring all records associated with this policy are kept...
on the student’s file in accordance with College records management policy and retention schedule. This includes records in connection with College monitoring of the academic performance and course progression of international students at the conclusion of each study term; written and email correspondences including ‘at risk’ Notification letters, ‘Notification of Decision of Intention to Report’ letters; records of signed academic intervention strategy Learning Contracts; records of administrative changes made to PRISMS; records of evidences relating to CoE variation approvals; and records in connection with associated disciplinary or grievance and appeals processes.

<table>
<thead>
<tr>
<th>Procedure stakeholders</th>
<th>Registrar, Student Support Services, Student Counselling Services, International Student Contact Officers; Head of Schools, Dean</th>
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<tbody>
<tr>
<td>Related documents procedures</td>
<td>Academic Grievances Policy and Procedure; Principles of Procedural Fairness policy; Non-Academic Misconduct Policy; Student Rules: Enrolment; Refund Policy; Notice of Intention to Report for Unsatisfactory Course Progression template.</td>
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<tr>
<td>Author/s</td>
<td>Student Administration and Registrar Services</td>
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<tr>
<td>Related laws and regulations</td>
<td>Education Services for Overseas Students (ESOS) Act 2000, National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) 2007, in particular Standard 9, Standard 10, Standard 13 and connected standards; ESOS Regulations and Legislative Instruments</td>
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<tr>
<td>Policy Approved by</td>
<td>Academic Board</td>
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<tr>
<td>Current Version: 1.2</td>
<td>Next review date: December 2015</td>
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