

Academic Course Progress Policy (International)

APPROVALS AND REVIEW	
Policy Title	Academic Course Progress Policy (International)
Policy Owner:	Dean of Studies
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Superseded documents	Course progress, Completion and early Intervention policy- PO/ACAD/03/11
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Endorsed by Academic Board	28 August 2014

POLICY INTENT

Students enrolled in INSEARCH Academic courses must demonstrate that they are progressing in their course in order to be permitted to re-enrol.

This policy ensures compliance with The National Code 2007: Standard 10; whereby INSEARCH must monitor students' academic course progress, implement intervention strategies to assist students at risk of failing to meet course progress requirements and report International students who do not achieve satisfactory course progress to DIBP.

SCOPE

This policy applies to all students on student visas, enrolled in INSEARCH academic courses (including the UTS Foundation Studies programs which are offered by INSEARCH on behalf of UTS.)

This policy also applies to all staff involved in the management and reporting of INSEARCH students' academic progress.

This policy **does not** apply to INSEARCH domestic students, or students on other types of visas (i.e. a tourist or working holiday visa).

DEFINITIONS

Academic Caution (CAU)	When students are permitted to re-enrol, but must meet specific conditions as set out in the <i>Academic Caution Notice and Agreement</i> to improve their academic performance.
Academic Student	Student enrolled in any INSEARCH diploma or UTS Foundation Studies program offered by INSEARCH.
'At risk'	Students who fail an assessment and who are at risk of not meeting INSEARCH academic course progress requirements
'At high risk'	Students who are at risk of being reported to DIBP due to not meeting INSEARCH academic course progress requirements.
Compassionate or compelling circumstances	<p>'Compassionate or compelling circumstances' are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury, where a medical certificate states that the student was unable to attend classes • bereavement of close family members such as parents or grandparents • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or • a traumatic experience which could include: involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. <p>and this has impacted on the student (these cases should be supported by police or psychologists' reports)</p> <p>Any other circumstance would require evidence to be considered as compassionate or compelling.</p>
Course	The term "course" is used throughout this document to refer to INSEARCH Diploma <u>courses</u> and UTS Foundation Studies <u>programs</u>
DIBP	Department of Immigration and Border Protection
DoE	Australian Government Department of Education
Electronic Confirmation of Enrolment. (e-CoE)	A document provided electronically, which is issued by INSEARCH to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in a particular program.
ESOS	Education Services for Overseas Students (ESOS Act)

Excluded/Exclusion	Students who are excluded are not permitted to re-enrol in any INSEARCH course.
Intention to Report (ITR)	In the context of this policy the notice of INSEARCH's Intention to Report an international student to DIBP (Department of Immigration & Border Protection) for not achieving satisfactory course progress, which is in breach of student visa conditions
Intervention	Process for supporting students who because of poor results are identified as being at risk of failing to make satisfactory academic progress.
Medical certificate	A certificate issued by a registered medical provider such as hospitals, doctors, dentists (Emergency appointments only), psychiatrists and psychologists. INSEARCH does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc. The medical certificate must be original and must state the provider number.
Non genuine / non bona fide student	A student with erratic (irregular/ inconsistent) course progress or who does not progress in their course and does not attend/does not participate in regular classes.
Prisms	Provider Registration and International Students Management System (PRISMS)
Program	See "Course".
Progressive Assessment Notification (PAN2)	The software system that allows for input of assessment by teachers (ELT) and (Academic). The system also provides a platform for students to receive assessment grades and feedback and provides communication to Academic Advisers regarding student progress.
Special consideration	The term used when a student who is experiencing (or anticipates that he or she will experience) significant difficulty in meeting assessment requirements due to serious illness or psychological condition, loss or bereavement, hardship or trauma applies to have those factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.
Special Needs	Students that have special needs in terms of learning as a result of disability (physical or mental) or illness.
Study Period	One semester in a Diploma or UTS Foundation Studies course. 12 teaching weeks
Support person	Friend or relative
SVP	Streamlined Visa Processing.
Teacher	Includes any ELT class teacher or level leader, academic tutor, lecturer or subject coordinator

POLICY PRINCIPLES

1. All students are treated fairly and openly.
2. INSEARCH aims to maintain student confidentiality and privacy except as required by law.
3. Appropriate information will be made available to students identified as at risk of not achieving satisfactory course progress.
4. Learning and other support will be made available to students at risk of not achieving satisfactory course progress.
5. Equity, consistency, transparency and natural justice principles are observed.
6. Privacy laws will be respected.

POLICY STATEMENTS

1. UNSATISFACTORY ACADEMIC PROGRESS

- 1.1 The ESOS framework and DIBP student visa conditions require that students maintain satisfactory academic progress in their course.
- 1.2 Unsatisfactory academic progress is defined by:
 - a) Failing fifty per cent (50%) or more of subjects attempted in any study period;
 - b) Failing a subject more than twice;
 - c) Having more than five (5) fail results on their entire record
- 1.3 In order to demonstrate good academic progress, INSEARCH also expects a minimum of eighty percent (80%) attendance at all scheduled classes unless under conditions of special consideration.

2. MONITORING ACADEMIC PROGRESS

- 2.1 INSEARCH assesses, monitors, and records students' academic results on completion of each subject or at the end point of each study period, at the minimum.
- 2.2 INSEARCH also monitors the progress of students to ensure at all times students are in a position to complete the course in the time as specified on their e-CoE. *Refer Standard 9 Completion within Expected Duration Policy and Procedure*
- 2.3 Teachers discuss any concerns with students and offer assistance as they arise to help prevent students falling behind in their academic course progress.
- 2.4 Teachers continue to monitor the progress of students and report any concerns to the Academic Adviser as required.
- 2.5 INSEARCH monitors and records student's academic progress on completion of each study period.

- 2.6 Students are notified in writing as soon as it is identified they are '**at risk**' (via PAN2) of not achieving satisfactory academic progress.
- 2.7 The first warning will be given after failing a first assessment. Students will be required to meet with the Academic Adviser to discuss what action/intervention strategies are to be taken.

3. INTERVENTION STRATEGIES

3.1 Intervention strategies are tailored to meet each student's individual needs.

3.2 Intervention strategies may include but are not limited to:

- Regular meetings with the Academic Advisers for study assistance
- Support with implementing effective study strategies and time management skills
- Granting of special consideration in circumstances of serious illness or misadventure, which has affected the student's ability to submit or sit for assessments.
- Adding to the special needs register and drafting of special needs plan if student's needs comply with special needs policy
- Accessing learning support at INSEARCH
- Reducing course load (if before census date academic students can be advised to drop subjects)
- Accessing counseling support
- Referring to any other support services if and when required.
- A combination of the above and a reduction/increase in course load depending on intervention strategy

3.3 Should students continue to not meet satisfactory academic course progress they will be notified in writing as soon as it is identified they are '**at high risk**' to not achieve satisfactory course progress (this will be based on the INSEARCH course progress requirements listed above and outlined in a second written warning). This written warning may be issued at the completion of the first period of study. Students will be required to meet with the Academic Adviser to discuss further intervention strategies to be taken.

3.4 Students who fail to meet course progress requirements in their first semester will also be placed on Academic Caution and will be required to meet the conditions as set out in the *Academic Caution Notice and Agreement* to improve their academic performance.

4. REPORTING TO DIBP

4.1 Students who are identified as having unsatisfactory academic course progress over two consecutive study periods will be reported to DIBP.

4.2 Students in this instance will be issued with an *Intention to Report Letter* outlining they have 20 working days to access the INSEARCH's complaints and appeals process.

4.3 If INSEARCH suspects a student is not a genuine/bona fide student, INSEARCH may cancel the student's enrolment, as allowed under Standard 13

4.4 All records will be kept on student files.

5. BASIC PROCESS

- 5.1 Students who fail their first assessment in subjects in any given semester (study period) will be deemed as 'at risk', receive a warning letter and offered counselling/intervention strategies.
- 5.2 Students who continue to fail assessments in their subjects in any given semester (study period) and who have not met progress requirements (as stated above) will be deemed as 'at high risk' and receive a 2nd warning letter. Students will also be placed on Academic Caution and will be required to attend further counselling/undertake further intervention strategies.
- 5.3 Students who do not meet course progress requirements over two consecutive study periods will receive an *Intention to Report Letter*.
- 5.4 Students are given 20 days from the date of the letter to initiate an internal or external appeal.
- 5.5 Student enrolment will be maintained during an appeals process. Refer *Insearch Student Complaint policy and procedure*.

National Code Standard 10 must be adhered to at all times.

ROLES AND RESPONSIBILITIES

Dean of Studies – responsible for overall management and approval of reports prepared for DIBP, assessing appeals and excluding non-progressing students

Associate Dean of Studies – ensures academic handbook and INSEARCH internet has current policy and procedure.

Academic Advisers – responsible for identifying students at risk, offering learning support to students, recording student sanctions and for giving approval to drop subject/s as per intervention strategy.

Executive Assistant Education – responsible for processing student appeals

Program Managers – responsible for working with Academic Advisers to identify academic students failing to progress and determining appropriate actions. Ensures students are made aware of course progress policy at orientation. Give approval to add subjects.

Student Admissions – ensures DIBP guidelines are followed for students withdrawing from INSEARCH. Ensures offer letters contain links to course progress and attendance policies. Responsible for reporting non-progressing students to DIBP on PRISMS and for issuing e-CoEs and cancelling e-CoEs.

Teaching Staff – responsible for marking non-attendance/attendance, grading students' work and putting results in PAN2 and liaising with Academic Advisers regarding student performance and progress.

SUPPORTING DOCUMENTS

Academic Course Progress Procedure (International)
Course Progress Warning Letter 1
Course Progress Warning Letter 2
Notice of Intention to Report

VERSION CONTROL AND CHANGE HISTORY

Date	Version	Approved by and resolution no.	Amendment
28.8.14	PO/EDUC/V1/08/14	Academic Board	Supersedes the Course progress, Completion and early Intervention policy

Signature:



Name: **Dr Rosie Wickert, Chair of Academic Board**

Date: 28/8/2014