



# COURSE PROGRESSION POLICY

Version:	Approved by:	Approval Date:	Effective Date:	Next Review:											
6	UOWC Academic Board	23 November 2023	23 November 2023	23 November 2026											
Responsible Officer:	UOWCA General Manager	Document No:	UOWC-SS-POL-124												
Purpose:	<p>This Policy sets out the principles and supporting practices that UOW College Australia (UOWCA) follows as part of its student-centric approach to teaching and learning through:</p> <ol style="list-style-type: none"> <li>Promoting early and empowering intervention to support students through Course Progression;</li> <li>Defining minimum Course Progression requirements; and</li> <li>Meeting its obligations to international students under the <i>Education Services for Overseas Students Act 2000 (Cth)</i> and the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>.</li> </ol>														
Scope:	<table border="1"> <tr> <td>UOWGE</td> <td></td> <td>UOWCA</td> <td>✓</td> <td>UOWD</td> <td></td> <td>UOWCHK</td> <td></td> <td>UOWMKDU</td> <td></td> </tr> </table>	UOWGE		UOWCA	✓	UOWD		UOWCHK		UOWMKDU		<p>This Policy applies to all UOWCA students and programs. This Policy should be read in conjunction with subordinate documentation which contextualises the operationalisation of this Policy within specific UOWCA programs.</p>			
UOWGE		UOWCA	✓	UOWD		UOWCHK		UOWMKDU							
Related Documents:	<p>Academic Delegations of Authority Policy- Australia            Admissions Policy            Attendance Policy            Leave, Suspension and Cancellation Policy            Records Management Policy            Student Grievance and Appeals Policy            Student Grievance and Appeals Procedure            Student Progression and Study Plan            Student Support Framework</p>														



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<b>References and Legislation:</b>	<p><i>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</i></p> <p><i>ELICOS Standards 2018</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2021</i></p> <p><i>Higher Education Support Act 2003 (Cth)</i></p> <p><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></p> <p><i>National Standards for Foundation Programs</i></p> <p><i>Standards for Registered Training Organisations (RTOs) 2015</i></p>
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## 1. Definitions

Word/Term/Acronym:	Definition:
'At-Risk'	Students identified as being "At Risk" of not meeting Course Progression requirements at the end of the early monitoring period (see Section 5).
'High Risk'	Students who do not achieve Course Progression requirements following a Study Period and are at risk of Unsatisfactory Course Progress.
Best Interests of the Student	UOWCA's student centric approach to Course progress decisions throughout the student life cycle. Assessing the best interests of a student means to evaluate and balance all the elements necessary to make a decision which is considerate of the student's rights and responsibilities and is consistent with the principles of Procedural Fairness.
Course	A program of study offered by UOWCA that consists of a combination of Subjects or other requirements and includes those that lead to a Higher Education or VET award, as well as Non-award pathway and English language programs that do not lead to a recognised award.
Course Progress Advisor	A designated member of staff assigned by the Head of Program to assist students to achieve satisfactory Course Progression.
Course Status	Category of enrolment determined by assessed Course progress.
Credit Point	The value attached to a subject that indicates study load.
Defensible	A decision which an independent party would be likely to reach or would reach based on the information and evidence available.
Delegated Authority	A designated role in an organisation that has been authorised by the relevant Delegations of Authority instrument to perform specific functions or make certain decisions.
ETS	English for Tertiary Studies.
Exclusion	Course status for students whose enrolment has been terminated for a defined period following a determination of Unsatisfactory Course Progress. An excluded student seeking re-admission must formally re-apply to UOWCA after the conclusion of the period of Exclusion.



Genuine Student	A student who is enrolled with the primary intention to undertake study and achieve satisfactory Course progress.
Head of Program	A term used throughout this document to refer collectively to the Academic Program Manager, the ELICOS Program Manager, the RTO Manager and Vocational Program Managers.
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018.
Non-Genuine Student	An enrolled student whose intention is not, or not likely to be, to undertake study and achieve satisfactory Course progress.
Procedural Fairness	A principle that ensures decision-makers act reasonably and form decisions that are in accordance with express procedures. This includes forming decisions that are consistently free from bias or the apprehension of bias by ensuring that the decision is based on logically probative evidence and providing students who may be adversely affected by a decision with the right to present their case before a decision is executed and/or appeal a determination that leads to Exclusion.
Progression	Assessed advancement within a Course towards the completion of that Course. Course Progress is evaluated at specific milestones within a course, which can occur either at the conclusion of a session or a study period. Also referred to as 'Course Progress'.
Study Period	<b>For Academic and Vocational Programs:</b> The Study Period is defined as a session. <b>For ELICOS Programs:</b> The Study Period is defined as a 6-week cycle.
Subjects	A self-contained level, unit of study or unit of competency in any Course or program offered at, or in conjunction with, UOWCA.
Teaching Staff	Any person who carries out teaching responsibilities under the authority of a Head of Program.
VET	Vocational Education and Training.

## 2. Policy Principles

### 2.1. UOWCA:

1. Is committed to delivering teaching and learning centred on the student experience;
2. Recognises students as partners in the learning process, and that they hold primary responsibility for their own Course progress;
3. Has an obligation to inform students of the requirements to achieve satisfactory Course progress in each Study Period before Course commencement; and
4. Acknowledges that as a normal part of language development, students enrolled in ELICOS programs may need to study a level more than once to progress and that this does not necessarily constitute unsatisfactory Course progress.

### 2.2. UOWCA will ensure that decisions and interventions are in the Best Interests of the Student, and will:

1. Monitor, assess and record student progress throughout each Study Period, and their academic results on completion of each subject and at the end of each Study Period;
2. Provide appropriate learning or other support to students identified as at risk of not meeting Course progress requirements;
3. Act in a transparent and ethical manner;
4. Make defensible decisions fairly, openly, and equitably;
5. Afford all students the right to appeal a Course progress determination in accordance with the *Student Grievance and Appeals Policy*; and,
6. Notify students at risk of not meeting Course progress requirements in sufficient time for those students to achieve satisfactory Course progress.

## 3. Student Support Services

- 3.1. UOWCA is committed to delivering an exceptional student experience and programs that are underpinned by a comprehensive integrated network of support services.



- 3.2. Learning and other support services are available to all students enrolled at UOWCA irrespective of their Course progress status, with targeted support provided to students who are deemed to be at risk of Unsatisfactory Course progress.
- 3.3. Support services focus on developing academic skills and capacity as well as supporting students' personal development.
- 3.4. UOWCA expects students to pro-actively access support services to ensure that they are maximising their education experience.
- 3.5. The Support Services available at UOWCA include:
  1. Counselling Services;
  2. English Language Support;
  3. Learning Hub;
  4. Peer Learning Program;
  5. Student Advisor Consultations; and
  6. Teacher Consultation.

## **4. Satisfactory Course Progression**

- 4.1. For the purposes of assessing Progression:
  1. In Academic and ELICOS Programs, the grades of Satisfactory, Pass Supplementary, Pass, Credit, Distinction and High Distinction are considered passing grades, and the grades of Unsatisfactory, Fail and Technical Fail are considered failing grades.
  2. In Vocational Units of Competency, the grade Competent is considered a passing grade and the grade Competency Not Achieved is considered a failing grade.

### **Academic Programs**

- 4.2. A student enrolled in a higher education diploma, or a non-award pathway Course will achieve satisfactory Course progress if the student meets the following criteria:
  1. Achieves a passing grade for at least fifty per cent (50%) of the Subjects attempted in the study period; and

2. Achieves any minimum subject results and/or satisfies any additional Progression requirements to progress to the next Course in their progressive offer, as outlined in the Course Outline.

### **ELICOS Programs**

- 4.3. A student enrolled in an ELICOS Program will achieve satisfactory Course progress if the student:
  1. Passes the level attempted in the session; and
  2. Meets the entry requirements for the higher-level Course (if applicable).

### **VET Programs**

- 4.4. A student enrolled in a VET Program will achieve satisfactory Course progress if the student is deemed Satisfactory in each Unit of Competency assessment task attempted in a Study Period.

## **5. Early Monitoring and Intervention of Students ‘At-Risk’**

- 5.1. UOWCA undertakes early monitoring within each Study Period to ensure the provision of pro-active student support where possible.
- 5.2. Early identification and monitoring of students who are ‘At-Risk’ is informed by a range of indicators which are assessed by the Head of Program to determine if students require targeted support, including:
  1. Initial Placement Testing (where applicable);
  2. Teacher Identification;
  3. Assessment Results;
  4. Attendance Monitoring; and
  5. Learning Analytics Data

## **6. Identification of Students at ‘High Risk’**

1. UOWCA requires that students maintain Course progress requirements throughout the duration of the Course.





2. Following a Study Period, UOWCA will identify students who are at 'High Risk' of Unsatisfactory Course Progress based on the following criteria:
  - a. **Academic Programs only:** A student is deemed 'High-Risk' if the student fails more than fifty per cent (50%) of the Subjects attempted in that study period or fails the same subject twice.
  - b. **ELICOS Programs only:** A student is deemed at 'High Risk' if the student fails the same level twice or fails to achieve the minimum requirements for the higher-level Course over two (2) consecutive Study Periods, or in the case of ETS, is deemed by the Head of Program to be "At Risk" of not meeting requirements to the next Course of study.
  - c. **Vocational Programs only:** A student is deemed to be at 'High-Risk' if the student fails a unit of competency attempted in that session.

## 7. Formal Intervention Strategies

- 7.1. Formal Intervention strategies are implemented once a student is identified as being 'At-Risk' or 'High Risk' of Unsatisfactory Course Progress.

### Student Progression and Support Meeting

- 7.2. Students identified as 'At-Risk' of Unsatisfactory Course Progress will be notified and advised to arrange a Progression and Support Meeting with a Course Progress Advisor to seek academic advice.
- 7.3. Students identified as 'High Risk' of Unsatisfactory Course Progress will be notified and will be required to arrange and attend a Student Progression and Support Meeting with a Course Progress Advisor before the close of the next enrolment period.
- 7.4. At this meeting, or at any time during the Study Period, the Course Progress Advisor may:
  1. Request that the student explain the factors contributing to the student not achieving Course progress requirements in the previous Study Period;
  2. Provide academic advice regarding language and learning support, leave of absence, and/or learning strategies effective in the relevant discipline or area of study;



3. Recommend reducing the number of Subjects a student attempts within the Study Period (subject to approval by head of program); and,
  4. Develop a systematic study plan in consultation with the student which details specific performance improvement strategies and support services deemed appropriate for the student to access in order to assist the student to achieve Course Progression requirements.
- 7.5. The Course Progress Advisor will keep a record of the meeting and any suggested intervention strategies or agreed outcomes in a central electronic file and, where appropriate, in individual electronic student records.
- 7.6. A student's enrolment may be temporarily placed on hold pending the initial meeting with the Course Progress Advisor. Once the meeting with the Course Progress Advisor has taken place, the hold will be lifted.

### **Genuine Student Assessment**

- 7.7. UOWCA may determine that a student is a Non-Genuine Student and the relevant Delegated Authority may cancel the Student's enrolment. When conducting a Genuine Student Assessment, UOWCA will also consider the relevant indicators as per Clause 7.9 and whether it is reasonable to infer that the student is holding open their enrolment for purposes other than genuine study.
- 7.8. A Genuine Student Assessment will be conducted by the Head of Program in one the following circumstances:
1. Where a student fails to achieve satisfactory Course progress over two (2) consecutive Study Periods (or one (1) Study Period in the case of the University Entrance Program);
  2. Where a Student receives all zero fails for their subjects in a session;
  3. Where an Academic Program student's attendance in each of their enrolled Subjects is at or below twenty percent (20%) by the end of Week 7 of a session;
  4. Where an ELICOS student's attendance in each of their enrolled Subjects is at or below twenty percent (20%) by the end of Week 6 of a cycle; or
  5. Where a Vocational student's attendance in each of their enrolled subjects or Units of competency is at or below twenty percent (20%) by the end of Week 6 in a Vocational Course.

- 7.9. The Genuine Student Assessment will take into account a range of indicators including, but not limited to:
1. The student's engagement with the Course, including whether the student is completing assessment tasks and the number of times the student has logged into E-learning systems;
  2. Whether the Student has satisfied course requirements for the course or participated in assessment activities for the course;
  3. Whether the Student has provided up to date contact details that enable UOWCA to contact the Student to verify their enrolment;
  4. Reports from Teaching staff;
  5. Whether the student has failed the same subject(s) twice;
  6. The extent to which the student has complied with any relevant study plans the student has formally agreed to implement with the Course Progress Advisor (see Clause 7.4.4);
  7. Whether the Student is enrolled in another Course at UOW;
  8. Any reported outcomes of allegations against the student for general or academic misconduct (where applicable);
  9. The student's current living arrangements and financial stability;
  10. Any outstanding fees or credit balances with UOWCA;
  11. Supporting documentation (where applicable) including any personal statements provided by the student outlining other mitigating factors;
  12. Any other compassionate or special circumstances.

### **Genuine Students**

- 7.10. If the Head of Program finds on the balance of probabilities that the student's primary intention is, or is likely to be, to undertake study and achieve satisfactory Course progress, the student will be deemed to be a Genuine Student. The Head of Program or delegate may then direct the student to undertake further action in accordance with the student support services available at UOWCA.

## Non-Genuine Students

- 7.11. If the Head of Program finds on the balance of probabilities that the student's primary intention is not, or is not likely to be, to undertake study and achieve satisfactory Course progress given the factors listed in Section 4, the student will be deemed to be a Non-Genuine Student and to have unsatisfactory Course progress. The student will then be excluded in line with Section 9 of this Policy or have their enrolment cancelled as per Clause 7.12.
- 7.12. Should the student be assessed and deemed a Non-Genuine Student, UOWCA will notify the student of the intent to cancel their enrolment in accordance with the *Leave, Suspension and Cancellation Policy*.

## 8. Unsatisfactory Course Progress

### Academic Programs

- 8.1. For Academic Programs, a student is deemed to have Unsatisfactory Course Progress where the student:
1. Has been deemed a Non-Genuine Student; or
  2. Fails more than fifty per cent (50%) of the Subjects attempted in a Study Period, and this occurs over three (3) consecutive Study Periods; or
  3. Fails the same subject three (3) times.

### ELICOS Programs

- 8.2. For ELICOS Programs, a student is deemed to have Unsatisfactory Course Progress where the student:
1. Has been deemed a Non-Genuine Student; or
  2. Fails the same subject over three (3) consecutive Study Periods; and
  3. Has not demonstrated improvement in their language skills, demonstrated by a consistent decline in the overall final mark in these consecutive failed attempts.

### Vocational Programs

- 8.3. For Vocational Programs, a student is deemed to have Unsatisfactory Course Progress if the student:



1. Has been deemed a Non-Genuine Student; or,
  2. Fails three (3) Units of Competency or more of the Units attempted in a Study Period.
- 8.4. The RTO Manager may, at their sole discretion and in consideration of any extenuating circumstances, determine not to exclude a student.

## 9. Exclusion

- 9.1. Students deemed to have Unsatisfactory Course Progress will be placed on Exclusion status will be excluded from re-admission at UOWCA for a defined period as outlined below:

Enrolled Course	Academic Programs	ELICOS Programs	Vocational Programs
Exclusion Period	One (1) Study Period.	Six (6) Weeks.	One (1) Study Period.

### Notice of Exclusion

- 9.2. Where UOWCA intends to place a student on Exclusion status, UOWCA will give the student written Notice of Exclusion that includes the student's right to access the appeal mechanism within twenty (20) working days.
- 9.3. Students should refer to UOWCA's *Students Grievance and Appeals Policy* regarding UOWCA's reporting obligations and the procedure for students appealing against notice of intention to report for unsatisfactory Course progress.

### Appealing Exclusion

- 9.4. All students are entitled to seek internal review of a Course Progression determination in accordance with the UOWCA's *Student Grievance and Appeals Policy* and UOWCA's *Student Grievance and Appeals Procedure*.
- 9.5. Where a student has submitted an appeal regarding UOWCA's decision to place them on Exclusion status, they will be permitted to provisionally enrol in the next consecutive Study Period on a Restricted Course status pending the outcome of the appeal. If the appeal is successful, the student's status will be returned to "High Risk", and the student will be permitted to continue with their enrolment. If the appeal is unsuccessful, the student will be placed on Exclusion status and the student's enrolment will be immediately withdrawn so that the exclusion period can be completed. Irrespective of the appeal outcome and subject to the UOWCA's *Fees and Refunds Policy*, the student will be liable for the full tuition fee for the Study Period if the provisional enrolment extends beyond census day.
- 9.6. Students can continue to study during the appeal process.



## 10. Student Visa Implications

- 10.1. In accordance with the National Code, UOWCA is obligated to report to the Australian Immigration Department where an international student is deemed to have Unsatisfactory Course Progress.
- 10.2. UOWCA is not able to provide Immigration advice and will refer students seeking information regarding any impacts on their student visa to the Australian Immigration Department.

## 11. Applying for Re-Admission

- 11.1. After the Exclusion period has expired, a student may apply to UOWCA for re-admission.
- 11.2. Re-admission is not automatic and may be refused in accordance with the UOWCA *Admission Policy*.
- 11.3. Students who are successful in their application for re-admission to UOWCA will be deemed to be 'At Risk' and are required to meet with a Course Progress Advisor to formulate a study plan before re-enrolment and before the end of Week One (1).
- 11.4. Students who, after being readmitted, are subsequently placed on Exclusion status for a second time in their current enrolment, will not be eligible for further re-admission.
- 11.5. Where a student is unsuccessful for re-admission to UOWCA, there is no limit to how many times a student can seek re-admission.

## 12. Change History

Version Control	Approved By	Date Effective	Amendment
1	Academic Board	22/03/2018	New Policy replacing previous Course Progress Policy. Thematic shift towards early intervention and student support.
2			Removal of the 'Show Cause' requirement. Revised definitions and structure of document to include ELICOS on scope. Inclusion of Genuine Student Assessment. Reduced Exclusion Periods.



3	Academic Board	17/12/2020	Substantive review to define minimum course progress requirements for all UOWCA programs in accordance with the legislative requirements of the National Code. Other substantive amendments to the policy include the repeal of the 'Show Cause' requirement for students on a course status of 'Restricted' and the introduction of the 'Genuine Student Assessment' to be conducted by the Head of Program for students who fail to achieve satisfactory course progress over two (2) consecutive Study Periods.
4	UOWCA General Manager (revision noted by Academic Board)	15/04/2021	Minor revision to Part 9 only to include provisional enrolment of Excluded students following appeal lodgment.
5	Academic Board	06/04/2023	Minor revision to Part 7, Clause 6) and 7) to include that a Students enrolment will be temporarily placed on hold pending the initial meeting with the Course Progress Advisor and the introduction of the 'Genuine Student Assessment' to be conducted by the Head of Program in the case of one (1) Study Period for UEP.
6	UOWCA Academic Board	23/11/2023	Minor revision to include: - Updates to Clause 7.8 and associated subclauses; - Updated the Genuine Student Assessment Section; and



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			- Administrative updates to the Purpose, Related documents and legislation, definitions, formatting, grammar and numbering.
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