



COURSE PROGRESSION POLICY

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| 4 | UOWCA Academic Board | 17 December 2020 | 17 December 2020 | 17 December 2023 |
| Responsible Officer: | General Manager, UOWCA | Document No: | UOWC-SS-POL-124 | |
| Purpose: | This Policy sets out the principles and supporting practices that UOW College Australia follows as part of its student-centric approach to teaching and learning through: <ul style="list-style-type: none">a. promoting early and empowering intervention to support students through course progression;b. defining minimum course progression requirements; andc. meeting its obligations to international students under the ESOS Act and National Code. | | | |
| Scope: | UOWCA <input checked="" type="checkbox"/> | This Policy applies to all UOW College Australia students and programs and should be read in conjunction with subordinate documentation which contextualises the operationalisation of this Policy within specific UOW College Australia programs. | | |
| Related Documents: | Admissions Policy Attendance Policy Deferment, Suspension and Cancellation Policy Academic Delegations of Authority Policy UOWCA Records Management Policy Student Grievance and Appeals Policy Student Support Framework | | | |
| References and Legislation: | Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) ELICOS Standards 2018 Higher Education Support Act 2003 (Cth) Higher Education Standards Framework (Threshold Standards) 2015 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) National Standards for Foundation Programs Standards for Registered Training Organisations (RTOs) 2015 | | | |



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1 Definitions

| Word/Term | Definition |
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| 'At-Risk' | Students identified as being at risk of not meeting course progress requirements at the end of the early monitoring period (see part 5). |
| 'High Risk' | Students who do not achieve progression requirements following a study period and are at risk of Unsatisfactory Course Progress. |
| Best interests of the student | Describes the College'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 UOW College 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. |
| 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 the College 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. |
| Nominated delegate | The staff member appointed by a delegated authority to make a course progress determination in accordance with this policy. |



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| 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. Also referred to as 'Course Progress'. |
| Study Period | For Academic and Vocational Programs: The study period is defined as a session. For ELICOS Programs: 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, UOW College Australia. |
| Teaching Staff | Any person who carries out teaching responsibilities under the authority of a Head of Program. |

2 Policy Principles

- 1) UOW College Australia:
 - a. is committed to delivering teaching and learning centred on the student experience;
 - b. recognises students as partners in the learning process, and that they hold primary responsibility for their own course progress;
 - c. has an obligation to inform students of the requirements to achieve satisfactory course progress in each study period before course commencement; and
 - d. acknowledges that as a normal part of language development, students may need to study a level more than once to progress and that this does not necessarily constitute unsatisfactory course progress.



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- 2) UOW College Australia will ensure that decisions and interventions are in the best interests of the student, and will:
 - a. 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;
 - b. provide appropriate learning or other support to students identified as at risk of not meeting course progress requirements;
 - c. act in a transparent and ethical manner;
 - d. make defensible decisions fairly, openly and equitably;
 - e. afford all students the right to appeal a course progress determination in accordance with the *Student Grievance and Appeals Policy*; and,
 - f. 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

- 1) UOW College Australia is committed to delivering an exceptional student experience and programs that are underpinned by a comprehensive integrated network of support services.
- 2) Learning and other support services are available to all students enrolled at the College irrespective of their course progress status, with targeted support provided to students who are deemed to be at risk of unsatisfactory course progress.
- 3) Support services focus on developing academic skills and capacity as well as supporting students' personal development.
- 4) UOW College Australia expects students to pro-actively access support services to ensure that they are maximising their education experience.
- 5) The Support Services available at the College include:
 - a. Counselling Services;
 - b. English Language Support;
 - c. Learning Hub;
 - d. Peer Learning Program;
 - e. Student Advisor Consultations; and/or



- f. Teacher Consultation.

4 Satisfactory Course Progression

- 1) For the purposes of assessing progression:
 - a. 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.
 - b. 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

- 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:
 - a. achieves a passing grade for at least 50% of the subjects attempted in the session; and,
 - b. 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

- 3) A student enrolled in an ELICOS Program will achieve satisfactory course progress if the student:
 - a. passes the level attempted in the session; and,
 - b. meets the entry requirements for the higher level course (if applicable).

VET Programs

- 4) A student enrolled in a VET Program will achieve satisfactory course progress if the student passes all of the Units of Competency attempted in a study period.

5 Early Monitoring and Intervention of Students 'At-Risk'

- 1) The College undertakes early monitoring within each study period to ensure the provision of pro-active student support wherever possible.



- 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:
 - a. Initial Placement Testing (where applicable);
 - b. Teacher Identification;
 - c. Assessment Results;
 - d. Attendance Monitoring; and
 - e. Learning Analytics Data.

6 Identification of Students at 'High Risk'

- 1) UOW College Australia requires that students maintain course progress requirements throughout the duration of the course.
- 2) Following a study period, the College 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 50% of the subjects attempted in that session, 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 consecutive study periods, or in the case of ETS, is deemed by the HOP 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

- 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

- 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.



- 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.
- 4) At this meeting, or at any time during the study period, the Course Progress Advisor may:
 - a. request that the student explain the factors contributing to the student not achieving course progress requirements in the previous study period;
 - b. provide academic advice regarding language and learning support, leave of absence, and/or learning strategies effective in the relevant discipline or area of study;
 - c. recommend reducing the number of subjects a student attempts within the study period (subject to approval by Head of Program); and,
 - d. 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.
- 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.

Genuine Student Assessment

- 6) Where a student fails to achieve satisfactory course progress over two (2) consecutive study periods, the Head of Program will conduct a Genuine Student Assessment.
- 7) This Genuine Student Assessment will be based on a range of key indicators including, but not limited to:
 - a. 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;
 - b. The student's attendance records (including any extended unexplained absences);
 - c. Reports from teaching staff;



- d. Whether the student has failed the same subject(s) twice;
- e. 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 7.4(d));
- f. Whether the student's principal course of study is provided by the College or UOW;
- g. Any reported outcomes of allegations against the student for general or academic misconduct (where applicable);
- h. The student's current living arrangements and financial stability;
- i. Any outstanding fees or credit balances with the College;
- j. Supporting documentation (where applicable) including any personal statements provided by the student outlining other mitigating factors;
- k. Any other compassionate or special circumstances.

Genuine Students

- 8) 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 the College.

Non-Genuine Students

- 9) 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 7. 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.

8 Unsatisfactory Course Progress

Academic Programs

- 1) For Academic Programs, a student is deemed to have Unsatisfactory Course Progress where the student:
 - a. has been deemed a Non-Genuine Student; or,



- b. fails more than 50% of the subjects attempted in a study period, and this occurs over three (3) consecutive study periods, or,
- c. fails the same subject three (3) times.

ELICOS Programs

- 2) For ELICOS Programs, a student is deemed to have Unsatisfactory Course Progress where the student:
 - a. has been deemed a Non-Genuine Student; or
 - b. fails the same subject over three (3) consecutive study periods; and
 - c. 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

- 3) For Vocational Programs, a student is deemed to have Unsatisfactory Course Progress if the student:
 - a. has been deemed a Non-Genuine Student; or,
 - b. fails 3 Units of Competency or more of the Units attempted in a study period.
- 4) The RTO Manager may at their sole discretion, and in consideration of any extenuating circumstances, may determine not to exclude a student.

9 Exclusion

- 1) Students deemed to have Unsatisfactory Course Progress will be placed on Exclusion status and will be excluded from re-admission at the College 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

- 2) Where UOW College intends to place a student on Exclusion status, the College will give the student written Notice of Exclusion that includes the student's right to access the appeal mechanism within 20 working days.



- 3) Where an international student is deemed to have Unsatisfactory Course Progress, the College is required to report the student to the Department of Home Affairs for Unsatisfactory Course Progress. In these circumstances, the Notice of Exclusion will also outline the College's intention to report the international student, the basis for this decision and the student's right to access the appeal mechanism within 20 working days.

Appealing Exclusion

- 4) All students are entitled to seek internal review of a course progression determination in accordance with the UOW College Australia *Student Grievance and Appeals Policy* and associated procedure.
- 5) Where a student has submitted an appeal regarding the College'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 they 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 UOW College Australia *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.

10 International Student Visa Implications

- 1) In accordance with the National Code 2018, UOW College Australia is obliged to report to the Department of Home Affairs where an international student is deemed to have Unsatisfactory Course Progress.
- 2) The College will refer the student to the Department of Home Affairs to seek advice regarding the impact on their student visa. The College is not able to provide immigration advice.

11 Applying for Re-Admission

- 1) After the Exclusion period has expired, a student who is deemed to be Genuine may apply to the College for re-admission.
- 2) Re-admission is not automatic and may be refused in accordance with the *Admissions Policy*.



- 3) Students who are successful in their application for re-admission to the College will be deemed to be 'At Risk' and are required to meet with a Course Progress Advisor to formulate a study plan.
- 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.
- 5) Where a student is unsuccessful for re-admission to the College, the student may be permitted to apply for re-admission to the College following a subsequent exclusion period at the sole discretion of the relevant Head of Program.

12 Version Control and Change History

| Version Control | Date Effective | Approved By | Amendment |
|-----------------|----------------|----------------|---|
| 1 | 22/03/2018 | Academic Board | 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 Genuine Student Assessment. Reduced Exclusion Periods. |
| 3 | 17/12/2020 | Academic Board | Substantive review to define minimum course progress requirements for all UOW College Australia programs in accordance with the legislative requirements of the National Code 2018. 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 |



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| | | | Head of Program for students who fail to achieve satisfactory course progress over two (2) consecutive study periods. |
| 4 | 15/04/2021 | UOWCA General Manager (revision noted by Academic Board) | Minor revision to Part 9 only to include provisional enrolment of Excluded students following appeal lodgement. |