

Academic Progression Policy

Policy Category	Academic		
Document Owner	Dean		
Responsible Officer	Dean		
Review Date	09/05/2021		
Related Documents	<i>Academic Progression Procedure</i> <i>Assessment Policy</i> <i>Enrolment Policy</i> <i>Examinations Procedure</i> <i>Graduation and Certification Policy</i> <i>National Code Compliance</i> <i>Program Development Policy</i> <i>Program Development Procedure</i> <i>Student Support Framework</i> <i>Students at Risk Policy</i> <i>Students at Risk Procedure</i>		
Version	Authorised by	Approved	Effective Date
1.1	Academic Board	09/05/2018	09/05/2018

1. Context

This Policy supports Waratah Institute's (the 'Institute') commitment to monitoring student academic progression and providing advice and support to facilitate academic progression and program completion. This Policy should be read in conjunction with the *Students at Risk Policy*, which further addresses support for students who are not making satisfactory academic progression.

2. Definitions

Academic progression: the level of academic achievement of a student towards completion of their program.

Assessment: a process to determine a student's achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

Exclusion: the suspension of a student's enrolment for a period of time.

Overseas student: a student who is not a domestic student, and who may hold a student visa and is protected by the *Education Services for Overseas Students Act 2000* legislative framework.

Program: a course of study, comprising units of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

Provider Registration International Student Management System (PRISMS): a secure database owned and maintained by the Department of Education and Training for the purposes of administering the *Education Services for Overseas Students Act 2000*.

3. Scope

This Policy applies to all enrolled domestic and overseas students of Waratah Institute and the staff involved in the administration, assessment and support of those students.

4. Policy Principles

The key principles informing this Policy are:

- provision of tools to evaluate their academic progress;
- fair, consistent and respectful treatment;
- provision of timely advice on their performance; and
- provision of support to facilitate academic progression.

5. Policy details

5.1. Minimum academic achievement

To maintain satisfactory academic progression, a student needs to meet the following minimum academic achievement in each trimester:

- achieve at least a pass grade in 50% of enrolled study load, including units withdrawn or discontinued;
- pass any compulsory program requirements as stipulated by the program rules;
- if repeating a failed subject, at least a pass grade is achieved in the second attempt; and
- maintain sufficient progress to enable completion of all program requirements within the maximum duration of 8 years (refer to the *Program Development Policy*, which can be accessed from the Waratah Institute's website).

5.2. Exclusion

Students who do not maintain satisfactory academic progression and cannot demonstrate acceptable cause may initially be excluded for a period of one trimester. Students who are excluded for a second time may be excluded for a period of up to one year. Students who wish to resume studying after the period of exclusion are to seek the endorsement of the Dean.

5.3. Overseas students

To meet student visa conditions, overseas students are required to make satisfactory academic progress during their studies at the Institute. Overseas students will be reported to Department of Education and Training and the Department of Home Affairs via PRISMS for academic non-progression, depending on the outcome of any review request or appeal lodged under section 7 of this Policy.

1. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct*

and *Misconduct Procedure*, which can be accessed from the Waratah Institute's website.

2. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Waratah Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

6. References

Higher Education Standards Framework (Threshold Standards) 2015 - Part A, Standards 1.3

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 6, 8, 9

7. Acknowledgements

In developing this Policy, Waratah Institute acknowledges:

- TEQSA's *Glossary of Terms*
- *TEQSA Guidance Note: Diversity and Equity*

Document History:

Version	Date	Author	Reason	Sections
0.1	8/6/2017	Leanne McCoy	Feedback from Academic Board meeting	All
0.2	29/6/2017	Leanne McCoy	Changes applied after the AB meeting on 15 th June 2017	All
0.3	03/08/17	Donna Mack	Changes applied after the AB meeting on the 20 th of June 2017	4.1, 5.2, 6.1 & 6.4
0.4	27/08/17	Donna Mack	Changes applied after the AB meeting on the 17 th of August 2017	1, 4, 6.2, 6.4 and 6.7
0.4	20/9/2017	Lincoln Aleck	Changes applied after the AB meeting on the 14 September 2017	All
0.6	12/4/18	Stephen Andrews	Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework	All
0.7	24/4/18	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18.	6
1.0	9/05/2018	Stephen Andrews	Approved by Academic Board	All
1.1	17/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah	All

			Institute'	
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