

Academic Progression Procedure

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This Procedure implements Waratah Institute's (the 'Institute') *Academic Progression Policy*.

This Procedure details the process by which the academic progress of students is monitored so that individual students can be provided with advice and support to facilitate successful program completion.

1. Scope

This Procedure applies to Waratah Institute's staff and students.

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).

Enrolment: the period during which he or she is considered a student of Waratah Institute, is progressing towards the completion of the course requirements, and goes through to completion of program requirements, including scheduled breaks between study periods.

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

Intervention strategy: an institutional response to support students who are identified as “at risk” beyond the usual support offered by the lecturer and to mitigate that risk through counselling, academic assistance and/or amended study plan.

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*.

Qualification: the result of an accredited complete program of learning that leads to formal certification that a student has achieved learning outcomes as described in the Australian Qualifications Framework.

3. Procedure

3.1. Self-evaluation

Students are provided with the tools to evaluate their academic progress and make informed decisions throughout the trimester regarding their learning and performance. These tools include assessment briefs that provide details of requirements and performance criteria, marking rubrics that articulate performance standards, and exemplars of performance standards where possible and appropriate. Timely and constructive feedback is also designed to facilitate students’ understanding of their academic progression and ongoing learning. For further details, refer to the *Assessment Policy*, which can be accessed from the Waratah Institute’s website.

Students need to take appropriate action to address performance issues when they arise. Action should include seeking further feedback and support from the Lecturer and can also include support from Learning Support staff, Library staff, the relevant Program Coordinator or Counselling Services (refer to the *Student Support Framework*, which can be accessed from the Waratah Institute’s website, for more information on support services).

3.2. Monitoring academic progression

Students’ academic progression is monitored at the end of each trimester as part of the results review finalisation process conducted by the Teaching and Learning Committee. At each committee meeting:

- the Program Coordinator identifies students who are not making satisfactory academic performance and notes these on the *Students at Risk Register* with appropriate action in accordance with this Procedure and the *Students at Risk Policy*. In the first instance, in accordance with the *Students at Risk*

Policy, students on the *Students at Risk Register* will be provided with additional academic support to increase the chance of academic success. If a student subsequently records a fail, they will be dealt with under the *Academic Progress Policy*;

- the Dean will monitor overall and cohort-specific (in particular, Aboriginal and Torres Strait Islander people) progression rates in units of study and programs and report to the Academic Board with rectification and/or mitigation strategies to address low levels of academic progression. Academic progression will be a standing item on the Academic Board agenda.

3.3. Managing unsatisfactory academic progression

Students who have not met minimum academic achievement and therefore have not made satisfactory academic progress at the end of each trimester, will receive communication from the Teaching and Learning Committee regarding this and other relevant information such as:

- expectation that they take responsibility for improving their academic performance; and/or
- support services, resources and other options available to improve their academic performance (refer to intervention strategies within *Students at Risk Policy*, which can be accessed from the Waratah Institute's website);
- warning of the possible consequences of failing to meet the minimum academic achievement in other trimesters; and
- requirement to show cause as to why they should not be suspended or excluded from their course. Cause includes unexpected, extenuating, compelling and compassionate circumstances (refer to the *Assessment Policy*, which can be accessed from the Waratah Institute's website for details).

The Program Coordinator, in accordance with the *Students at Risk Policy* will be responsible for managing students who are not making satisfactory academic progress. This includes:

- liaising with the Enrolments Officer to maintain records of the student's academic progression, communication with the student, student academic requirements, and outcomes regarding addressing academic progression issues;
- liaising with relevant staff, particularly Learning Support and Library staff, regarding support required by individual students; and
- assisting the Dean regarding rectification and/or mitigation strategies to address low levels of academic progression within units of study and/or programs, if any.

The Dean will be responsible for managing students that the Teaching and Learning Committee has decided to exclude. This includes:

- managing formal complaints and appeals;

- liaising with the Enrolments Officer regarding maintaining records within the student information system of students' enrolment status and outcomes of interactions regarding complaints or appeals; and
- considering a student's request to return to study, and if endorsed liaising with the relevant Program Coordinator regarding potential return to study arrangements. If a student's request to return to study is not endorsed, the Dean is to provide the student with alternative study and career options for consideration.

The student will be responsible for rectifying any issues associated with their academic progression, including actively seeking the assistance from Waratah Institute's academic and/or support staff. If a student has been excluded, and wishes to resume their studies, they are to submit a written request to the Dean, outlining the reasons and measures they will take to improve on their academic performance.

3.4. Exclusion of overseas students

Overseas students excluded from Waratah Institute will be reported to the Department of Home Affairs as stipulated by the *National Code*. The student will receive a notice of intention to cancel or suspend their enrolment which includes information on accessing an appeals process. The student is entitled to make an appeal through the Institute's internal complaints and appeals process within 20 working days (refer to the *Student Complaints and Appeals Policy*, which can be accessed from the Waratah Institute's website).

3.5. Satisfactory program completion

Students who have made satisfactory progress and successfully completed all program requirements will be recommended as eligible for conferral of the award of the enrolled qualification. The Academic Board has the authority for final approval of students who are eligible to graduate.

1. Breaches

If a student or staff member is found to be in breach of this Procedure, 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 Procedure 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.

4. References

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

5. Acknowledgements

In developing this Procedure, 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	Review after AB	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
0.5	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	10/5/18	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18.	2.2, 3
1.0	12/07/18	Julien Marechal	Revised in response to Academic Board feedback 09/07/18.	2.2
1.1	16/7/19	Stephen Andrews	Alignment of 'enrolment' definition with Enrolment Policy.	Definition of Enrolment.
1.2	17/12/19	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All