



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

(ELICOS) Course Progress
– English Language
Programs

Effective: 30 May 2019

Audience: Staff and Students

Policy Category: Academic
Policy Sub-category: International
Students

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Policy Owner:	Pro Vice Chancellor, International
Responsible Officer:	Director, Academic Enabling and Support Centre (Sydney and Fremantle)
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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

- 2.1 This *Policy: (ELICOS) Course Progress – English Language Programs ('Policy')* sets out the policy of The University of Notre Dame Australia ('**University**') in relation to course progress requirements and monitoring of Students enrolled in English Language Intensive Courses for Overseas Students ('**ELICOS**').
- 2.2 This Policy must be read in conjunction with the *Procedure: (ELICOS) Course Progress – English Language Programs ('Procedure')* and any other relevant regulations, policies and procedures of the University.

3 SCOPE

- 3.1 This Policy applies to all Students enrolled in ELICOS at the University and to academic and administrative Staff within the Academic Enabling and Support Centre ('**AESC**') or with responsibilities for Student administration.

4 PRINCIPLES

- 4.1 Students enrolled in ELICOS must achieve Satisfactory ELICOS Course Progress.
- 4.2 The University is required to report to the Department of Home Affairs a Student who fails to achieve Satisfactory ELICOS Course Progress following the implementation of two consecutive intervention strategies in accordance with the Procedure.
- 4.3 Students enrolled in ELICOS Courses may appeal a decision of the University to report them to the Department of Home Affairs in accordance with the Procedure and the *Policy: Student Appeals*.

5 ROLES AND RESPONSIBILITIES

- 5.1 The **Student** is responsible for meeting course progress requirements.
- 5.2 The **International Student Officer (Student Administration)** is responsible for monitoring Student course progress, implementing intervention strategies and notifying the Department of Home Affairs if a Student fails to achieve Satisfactory ELICOS Course Progress.

6 RELATED DOCUMENTS

6.1 Procedure: (ELICOS) Course Progress – English Language Programs

6.2 Policy: Student Appeals

7 DEFINITIONS

5.1 For the purpose of this Policy, the following definitions apply:

AESC means the University's Academic Enabling and Support Centre on any Campus.

ELICOS means English Language Intensive Course for Overseas Students.

ELICOS Study Period means a discrete period of study as set out in the ELICOS Course Outline.

Policy means this Policy: (ELICOS) Course Progress – English Language Programs.

Procedure means the Procedure: (ELICOS) Course Progress – English Language Programs.

Satisfactory ELICOS Course Progress means being assessed as proficient by the Board of Examiners which means achieving a 60 per cent minimum grade in writing skills and not less than 60 per cent in two of the remaining skills set out in the ELICOS Course Outline in any Study Period.

Student means a Student enrolled in an ELICOS Course at the University.

University means The University of Notre Dame Australia.

Version	Date of approval	Approved by	Amendment
1	23 March 2017	Vice Chancellor, following endorsement by Academic Council (AC16-10/1.3.1(i))	Effective date – new Policy.
2	30 May 2019	PVC, I	Minor amendments – formatting to new template and updated nomenclature.