



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

PROCEDURE:

(ELICOS) COURSE PROGRESS – ENGLISH LANGUAGE PROGRAMS

Purpose: Outline the process to be followed to monitor and assess course progress in English language Intensive Courses for Overseas Students.

Responsible Executive: PVC, International

Responsible Office: AESC (Fremantle and Sydney)

Effective Date: 23 March 2017

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1 Purpose

- 1.1 This *(ELICOS) Procedure: Course Progress - English Language Programs* outlines the procedure to be followed to monitor student progress in English Language Intensive Courses for Overseas Students (**ELICOS**).
- 1.2 This Procedure must be read in conjunction with the *(ELICOS) Policy: Course Progress - English Language Programs* (**Policy**) and any other relevant regulations, policies and procedures of the University.

2 Definitions

For the purpose of this Procedure the following definitions apply:

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

BoE means the Board of Examiners of the University and has the same definition as set out in the University's General Regulations as amended from time to time.

DIBP means the Department of Immigration and Border Protection.

ELICOS means English Language Intensive Courses for Overseas Students.

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

General Regulations means the University's General Regulations as amended from time to time.

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

Procedure means this *(ELICOS) Procedure: 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 areas 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.

3 Monitoring Course Progress

- 3.1 The academic performance of each ELICOS student will be monitored progressively throughout each study period by Academic Staff after each assessment.
- 3.2 If an AESC or Academic Staff member identifies a Student as being at risk of not achieving Satisfactory ELICOS Course Progress at any time during an ELICOS Study Period, an Intervention Strategy will be activated in accordance with clause 4.
- 3.3 At the end of each ELICOS Study Period the Board of Examiners (BoE) will review the progress of Students for that ELICOS Study Period in accordance with the General Regulations and specific course requirements and will determine whether they have achieved Satisfactory ELICOS Course Progress or not.

4 Intervention Strategy

- 4.1 Prior to an Intervention Strategy being implemented, the Director, AESC (or nominated Academic Staff member) will contact the Student to arrange an interview with them as soon as possible to discuss the proposed strategy.
- 4.2 An Intervention Strategy will set out planned actions to assist the Student to achieve

- Satisfactory ELICOS Course Progress including, but not limited to:
- 4.2.1 recommendations that the Student attend relevant academic skills programs;
 - 4.2.2 regular meetings between the Student and the Course Coordinator;
 - 4.2.3 assisting the Student to access the University's counselling service to receive assistance with any personal issues that may be affecting the Student's progress;
 - 4.2.4 pairing the Student with an appropriate student mentor;
 - 4.2.5 requiring the Student to meet specific attendance requirements; or
 - 4.2.6 requiring the Student to repeat an ELICOS course.
- 4.3 Strategies other than those mentioned above may be implemented where appropriate following discussion with the Director, AESC and the Campus Registrar as required.
- 4.4 An Intervention Strategy will normally be implemented for one ELICOS Study Period, and for not more than two consecutive ELICOS Study Periods.
- 4.5 An Intervention Strategy must include the commencement and concluding dates of the Strategy and be accompanied by a course planner, indicating what is required to achieve satisfactory course progress and a course completion date.
- 4.6 An Intervention Strategy will come into operation only when the Intervention Strategy has been signed and dated by the Student to indicate their acceptance of the Intervention Strategy as a condition of their continued enrolment.
- 4.7 Where a Student is uncontactable or refuses to accept a proposed Intervention Strategy, a formal record of this will be made on the Student's file. A Student who is the subject of an Intervention Strategy is expected to:
- 4.7.1 take all possible steps to improve their academic performance, including using available academic and other support services;
 - 4.7.2 participate fully in the development and implementation of any Intervention Strategy put in place;
 - 4.7.3 seek advice before signing an Intervention Strategy Form if they do not understand the implications including, but not limited to, implications for their expected course completion date.
- 4.8 At the end of the Intervention Strategy period, the Director, AESC or nominated Academic Staff Member will meet with the Student and determine whether the Student is likely to achieve Satisfactory ELICOS Course Progress. If so the Intervention Strategy will come to an end and the outcome will be recorded on the Student's file.
- 4.9 A new Intervention Strategy may be implemented where it is considered that the Student is still at risk of failing to achieve Satisfactory ELICOS Course Progress.

5 Reporting unsatisfactory course progress

In the event that a Student is deemed by the BoE to have not achieved Satisfactory ELICOS Course Progress at the conclusion of an ELICOS Study Period and the Student has been the subject of two consecutive Intervention Strategies, the Student will be contacted via their Notre Dame student email account to advise the Student:

- 5.1 that they have failed to achieve Satisfactory ELICOS Course Progress despite the implementation of two consecutive Intervention Strategies;
- 5.2 that the University is required to report the student to the DIBP; and
- 5.3 that the student has 20 working days to appeal the University's decision to report the student to the DIBP in accordance with clause 6 of this Procedure.

6 Appeals

6.1 Internal Appeal

- 6.1.1 Students may appeal a decision of the University to report them to DIBP as set out in clause 5 within 20 working days from the date of formal notification that the University intends to take this action.
- 6.1.2 The appeal should be made in writing to the Academic Registrar (in the manner prescribed by the Pro Vice Chancellor Academic's office) and must be made in accordance with clause 4 of the *Policy: Student Appeals*.
- 6.1.3 The Academic Registrar (or nominee) shall review and determine the appeal within ten working days of receiving the appeal and will advise the student and the Director, AESC in writing of the determination.

6.2 External Appeal

- 6.2.1 A student enrolled in an ELICOS course may appeal a decision of the University's internal appeals process to the Overseas Student Ombudsman in accordance with clause 5.3 of the *Policy: Student Appeals*.
- 6.3 A student must continue to attend classes as scheduled until the completion of all internal and external appeal processes. If the student's ELICOS program finishes during this time, the University reserves the right not to make a further offer of ELICOS.
- 6.4 Students will not be reported to DIBP until such time as internal and external appeals processes have been finalised and the finding is against the student.

Version	Date of approval	Approved by	Amendment
1	23 March 2017	Vice Chancellor, following endorsement by Academic Council (AC16-10/1.3.1(i))	New Procedure