



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

Procedure:

Academic Progress

Effective: 26 April 2023

Audience: staff, students

Policy category: academic

Policy sub-category: assessment

Key words:	Academic progress, maximum duration of enrolment, maximum program duration, show cause, student progress, student success, suspension, termination
Procedure owner:	Deputy Vice-Chancellor, Learning and Teaching
Responsible officer:	Director, Student Administration
Review date:	1 March 2024

Contents

1	PURPOSE	3
2	RELATED POLICIES AND REGULATIONS	3
3	MENTORS FOR ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS	3
4	STUDENT SUCCESS PLANS	3
5	MONITORING ACADEMIC PROGRESS (COURSEWORK PROGRAMS)	4
6	SHOW CAUSE	8
7	ENROLMENT BEYOND MAXIMUM PROGRAM DURATION	11
8	MONITORING ACADEMIC PROGRESS (ELICOS PROGRAMS).....	12
9	INTERVENTION STRATEGY (ELICOS PROGRAMS).....	12
10	REPORTING UNSATISFACTORY ACADEMIC PROGRESS (ELICOS PROGRAMS) AND APPEALS AGAINST SUCH A DECISION	13
11	RESPONSIBILITIES AND DECISION-MAKING AUTHORITIES	14
12	RELATED DOCUMENTS	17
13	INTERPRETATION AND DEFINITIONS:	17

1 PURPOSE

- 1.1** This procedure supports the *Policy: Programs and Courses* () by stating requirements for:
 - 1.1.1 supporting students to succeed in their studies
 - 1.1.2 monitoring students' academic progress
 - 1.1.3 supporting students to improve their academic progress, and
 - 1.1.4 where necessary, terminating a student's enrolment in a program or suspending a student from the University where their academic progress remains unsatisfactory.
- 1.2** The Interpretation and definitions section at the end of this procedure:
 - 1.2.1 states requirements for interpreting this procedure and
 - 1.2.2 explains its hierarchical relationship with other policy documents in the University's *Policy Framework*.
- 1.3 Scope**
 - 1.3.1 This procedure has the same scope as the *Policy: Programs and Courses*, except that it applies only to academic progress in coursework programs; programs that are English language intensive courses for overseas students; and pathway programs.

2 RELATED POLICIES AND REGULATIONS

- 2.1** This procedure should be read alongside the *Policy: Programs and Courses*, () which it supports.
- 2.2** The *Procedure: Higher Degree by Research Supervision and Candidature* states requirements in relation to academic progress of higher degree by research students.

3 MENTORS FOR ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

- 3.1** Where a student provides satisfactory confirmation of their identity as an Aboriginal or Torres Strait Islander, the National Director, Indigenous Education will ensure the student has access to a mentor at the start of their first semester of enrolment, to support them to succeed in their studies.
 - 3.1.1 The National Director will collaborate with schools, Indigenous student support officers and Aboriginal and Torres Strait Islander staff to identify appropriate mentors for Aboriginal or Torres Strait Islander students to access.

4 STUDENT SUCCESS PLANS

- 4.1.1 Where an international student who is studying on an Australian student visa and enrolled in a coursework program fails a course, the school that manages the student's program must develop and implement an intervention strategy in accordance with the *Procedure: Intervention Strategy*. Refer to section 9 below for intervention strategy requirements for students enrolled in an English language intensive course for overseas students (ELICOS).
- 4.2** Where a domestic student enrolled in a coursework program fails a course, it is strongly recommended that the school that manages the student's program contact the student drawing their attention to the Australian Government requirement to pass 50 per cent of their courses (per eight courses for a bachelor degree program or higher) for which they receive a final academic grade to retain, as relevant:

- 4.2.1 their Commonwealth-supported place or
- 4.2.2 their eligibility for HELP loans or inviting the student to a meeting with a staff member to advise them how to improve their academic performance and avoid further fail grades.
- 4.3 The school will record the attempts to contact the student on the student's file so that, if the student cannot be contacted or does not respond, there is evidence that the school has offered support.
- 4.4 Where the student does attend the advice meeting with the staff member, the staff member will complete the student success plan template in consultation with the student.
 - 4.4.1 The Student Success team supports and advises academic staff who prepare student success plans.
- 4.5 A student success plan:
 - 4.5.1 may start at any point in a teaching period, and
 - 4.5.2 will normally extend either to the end of the teaching period in which it begins or to the end of the following teaching period or the following semester.
- 4.6 Where a student does not accept the student success plan that the staff member has developed for them, the school will ensure that this fact is recorded on the student's file.
- 4.7 During each teaching period in which a student success plan is in operation, a school staff member (preferably the one who developed the plan with the student) will meet with the student to discuss the plan's effectiveness.
 - 4.7.1 Based on such a meeting:
 - 4.7.1.1 the original student success plan may continue
 - 4.7.1.2 the plan may be cancelled as no longer needed or changed, or
 - 4.7.1.3 a second student success plan may be developed to provide ongoing support to the student.
- 4.8 The *Guideline: Student Success Plans* provide guidance on:
 - 4.8.1 possible components of a student success plan
 - 4.8.2 matters to consider in recommending to a student that they
 - 4.8.2.1 reduce their study load
 - 4.8.2.2 withdraw from courses in which they are currently enrolled
 - 4.8.2.3 replace courses in which they are currently enrolled with other courses
 - 4.8.2.4 change their program, and
 - 4.8.3 follow-up meetings with the student.

5 MONITORING ACADEMIC PROGRESS (COURSEWORK PROGRAMS)

5.1 Monitoring student progress and early intervention

- 5.1.1 Program coordinators, course coordinators and other teaching staff will monitor progress for students in course work programs and courses using the following indicators:
 - 5.1.1.1 class attendance and participation
 - 5.1.1.2 non-completion of, or failing, their first assessment task
 - 5.1.1.3 use of Blackboard analytics, including retention and performance dashboards
 - 5.1.1.4 course withdrawal,
 - 5.1.1.5 or other indicators of academic progress.
- 5.1.2 Monitoring student progress enables teaching staff to identify individual students who may require early intervention and offer advice and support, or refer them to academic

and other student support services.

5.1.2.1 Where a student studying on an Australian student visa is identified as at risk of not meeting program progress or attendance requirements the school offering the program or course will notify the student and offer support where required.

5.2 At the end of each semester, each board of examiners will review the grades of students enrolled in programs for which that board of examiners is responsible, and decide:

5.2.1 their academic status, and

5.2.2 where a student meets the relevant criteria stated in the sections below, whether to:

5.2.2.1 terminate their program enrolment, and/or

5.2.2.2 suspend them from the University.

5.2.3 To decide students' academic status, the board of examiners will consider students' grades in their courses in the semester and in any other teaching period for which the student received grades in the same half of the calendar year as the semester.

5.3 At the end of each teaching period, each board of examiners will review the grades from that teaching period of students enrolled in programs for which that board of examiners is responsible.

5.3.1 Where a student meets the relevant criteria stated in the sections below, the board of examiners will decide whether to:

5.3.1.1 terminate their program enrolment, and/or

5.3.1.2 suspend them from the University.

5.4 Where a board of examiners confirms a fail grade for a student in a course, which the student must pass next time they attempt it to avoid (as relevant) program termination or termination of their enrolment at the University, the school that manages the student's program of enrolment will notify the student:

5.4.1 of this decision, and

5.4.2 that they must pass the course next time they attempt it, to avoid (as relevant) program termination or termination of their enrolment at the University.

5.4.3 If the student is studying on an Australian student visa, the school that manages the student's program must also arrange to meet with the student to develop an Intervention Strategy in accordance with the *Procedure: Intervention Strategy*.

5.5 Satisfactory academic progress

5.5.1 To maintain satisfactory academic progress, a student (other than a student in the Doctor of Medicine program) must, in each half of a calendar year achieve a pass grade or better in at least 50 percent of their courses.

5.5.1.1 This percentage of courses passed is calculated by dividing the total of units of credit of courses for which the student has a pass grade or better, by the total of units of credit of courses for which the student has received an academic grade, in the relevant period.

5.5.2 Students enrolled in the Doctor of Medicine program maintain satisfactory academic progress by passing each course in which they are enrolled.

5.6 Good standing

5.6.1 A student will have an academic status of good standing:

5.6.1.1 when they are first admitted to a program of the University, and

5.6.1.2 in each teaching period thereafter provided that the student has continued to make satisfactory academic progress.

5.6.1.3 Where the student has had an academic status of conditional, but has achieved

satisfactory academic progress in the next relevant half of the calendar year, their academic status will revert to good standing.

5.6.1.4 A student in good standing can re-enrol for a following teaching period.

5.6.1.5 However, a head of school may set conditions on the re-enrolment of a student in good standing, which the student must meet to avoid university suspension, such as those listed in clause 5.7.2.

5.7 Conditional academic status

5.7.1 A student will have a conditional academic status where they:

5.7.1.1 have made unsatisfactory academic progress in their courses in teaching periods in the relevant half of the calendar year, or

5.7.1.2 have resumed studying at the University after a period of university suspension.

5.7.1.3 Where a board of examiners decides that a student's academic status will be changed to conditional, Student Administration will notify the student

- of the decision, and
- that they must make satisfactory academic progress in their next half-year or they will meet criteria for suspension from the University.

5.7.1.4 Where a student has a conditional academic status:

- they can re-enrol for a following teaching period, but
- the head of the school that manages the student's program may set conditions on the student's re-enrolment, which the student must meet to avoid university suspension, such as those listed in clause 5.7.2.

5.8 Program termination

5.8.1 A board of examiners may decide to terminate a student's program enrolment where the student has, in a course that is required for program completion:

5.8.1.1 twice failed the course

5.8.1.2 once failed the course if it is for the student's enrolment in a bachelor (honours) program, or

5.8.1.3 once failed the course if it is a practical placement course, clinical placement course or internship course where the head of school believes from the failure and its circumstances that

- there is no reasonable likelihood that the student will pass the course if they repeat it, and/or
- the student is unable to meet the requirements of the course without risk to the student, to clients of the placement/internship partner organisation or to the University's reputation or relationship with placement/internship partner organisations.

5.8.2 Where a board of examiners has decided to terminate a student's enrolment in a program for a reason stated in clauses 5.6.1.1 or 5.6.1.2:

5.8.2.1 the head of the school that manages the course may permit the student to re-enrol for a further attempt at the relevant course, and

5.8.2.2 if the student re-enrols and again fails the course, the student's program enrolment will be terminated permanently and the student will not be admitted to any other program for which the failed course is a required course.

5.8.3 Where a board of examiners has decided to terminate a student's enrolment in a program, the student may:

5.8.3.1 have an opportunity to show cause why their program enrolment should not

be terminated, by the process and subject to the conditions stated in the show cause section below, and/or

5.8.3.2 appeal against the board of examiner's decision to terminate their program enrolment in accordance with the *Policy: Student Appeals*.

5.8.3.3 If a student appeals against such a decision and their appeal is upheld, the head of the school that manages the relevant failed course, or the executive dean of the faculty of which the school is part, may set conditions on the student's re-enrolment such as those listed in clause 5.7.2.

5.9 Conditions that can be placed on a student's re-enrolment

5.9.1 A head of school or executive dean may place conditions on a student's further enrolment where:

5.9.1.1 the student has an academic status of good standing or conditional

5.9.1.2 the student makes a show cause submission, and the head of school permits them to re-enrol in their program, or

5.9.1.3 the student's appeal against termination of their program enrolment or suspension from the University has been upheld.

5.9.2 In these circumstances a head of school or executive dean can place conditions on a student's re-enrolment, such as requiring them to:

5.9.2.1 enrol in fewer courses than a full-time enrolment

5.9.2.2 enrol in specific courses

5.9.2.3 attend one or more academic advice interviews with the program coordinator of the student's program or another academic staff member

5.9.2.4 seek assistance from academic skills support services or another student support service of the University, and/or

5.9.2.5 provide supporting documentation to demonstrate that they are fit to return to study.

5.10 University suspension or termination

5.10.1 A board of examiners may suspend a student's enrolment at the University, or terminate it permanently, where the student has failed to meet a condition a head of school or the executive dean has placed on the student's further enrolment, as described in subsection 5.8.

5.10.2 A board of examiners may also suspend a student's enrolment at the University where the student meets any of the following criteria.

5.10.2.1 The student has failed to make satisfactory academic progress for two successive half-years (or two successive years in the case of a student enrolled in the Doctor of Medicine program). Where a student has been absent from study (on leave of absence or without leave) between the half-years (or whole years), the half-years are still considered successive.

5.10.2.2 The student has failed a Core Curriculum course twice.

5.10.2.3 The board of examiners finds that the student has not completed any assessment task in the courses in which they were enrolled in a half-year.

5.10.3 Where a board of examiners suspends a student's enrolment at the University, they will also decide the period of the suspension, which:

5.10.3.1 will be a minimum of 12 months, which is the normal period, and

5.10.3.2 may be longer than 12 months.

5.10.4 Where it has been decided to suspend or terminate a student's enrolment at the University, the student may:

- 5.10.4.1 have an opportunity to show cause why their university enrolment should not be suspended/terminated, by the process and subject to the conditions stated in clauses 6.2–6.4.1.22, and/or
- 5.10.4.2 appeal the period of the suspension in accordance with the *Policy: Student Appeals*.
- 5.10.5 During the period of suspension of their enrolment at the University, a student cannot re-enrol in their program, be admitted to any other program of the University, or enrol in any course of the University.
- 5.10.6 After the end of their period of suspension of their enrolment at the University, the student may apply for readmission to their program or for admission to another program of the University, in accordance with the *Procedure: Admission*.
- 5.10.6.1 A student whose enrolment at the University has been terminated under clause 5.8.7, however, cannot re-enrol in their program, be admitted to any other program or the University or enrol in any other course of the University.
- 5.10.7 If a student who has twice failed a Core Curriculum course is readmitted to their program or admitted to another program of the University, and fails the Core Curriculum course for a third time, their enrolment at the University will be terminated.
- 5.11 Repeated failure in a course not required for program completion**
 - 5.11.1 A student will not be permitted to re-enrol in a course, or be granted credit transfer for a course for prior study at another education provider, where:
 - 5.11.1.1 the course is a prescribed elective or open elective course for the student's program, and
 - 5.11.1.2 the student has failed the course twice.
 - 5.11.2 However, the head of school has discretion to permit a student to re-enrol or to be granted credit transfer for the course in this circumstance.

6 SHOW CAUSE

- 6.1** Where it has been decided to terminate a student's program enrolment and/or to suspend or terminate a student's enrolment at the University, for unsatisfactory academic progress or repeated failure of courses, the student will have an opportunity to show cause why they should be permitted to continue studying.
- 6.2** However, a student is not entitled to show cause in the following circumstances.
 - 6.2.1 The student failed a Core Curriculum course twice, was permitted to continue studying and re-enrol in the course, and has failed it for a third time.
 - 6.2.2 The student failed a course required for program completion twice, was permitted to continue studying and re-enrol in the course, and has failed it for a third time.
 - 6.2.3 The student has twice failed a whole-year course of the Doctor of Medicine program.
 - 6.2.4 The student failed on their first attempt a practicum, clinical experience or internship course, and a board of examiners has decided to terminate their program enrolment on the recommendation of the head of school.
 - 6.2.5 The student failed to make satisfactory academic progress for two consecutive half-years, made a show cause submission against university suspension and was permitted to continue studying, but:
 - 6.2.5.1 again failed to make satisfactory academic progress in that next half-year, or
 - 6.2.5.2 again failed to make satisfactory academic progress in that next half-year and also failed a course required for program completion a second time, or

6.2.5.3 failed to meet the conditions applied to their re-enrolment by the head of school or executive dean.

6.3 Where a student is ineligible to show cause, the notification of the decision of the board of examiners will advise them of their right of appeal and refer them to the *Policy: Student Appeals* for the grounds of appeal, time frame in which to appeal and process for submitting an appeal application.

6.3.1 Where the student is studying on an Australian student visa, the notification will also advise the student:

6.3.1.1 to seek advice from the federal department of immigration on the potential effect of the suspension or termination on their student visa, and

6.3.1.2 that the University will report the suspension or termination to the federal department of immigration once the deadline for an appeal application has passed or, if the student appeals, and the suspension or termination stands, once that outcome is known.

6.4 Show cause process

6.4.1 Where a student is eligible to show cause, the following process will occur.

6.4.1.1 The notification of the decision of the board of examiners will inform the student of their opportunity to show cause and the time frame for this.

6.4.1.2 Where the board of examiners decided both that the student's program enrolment would be terminated, and that the student's enrolment at the University would be suspended, the student may make a single show cause submission in relation to both decisions.

6.4.1.3 The student will have 10 working days from the day the notification of the decision of the board of examiners was sent to them, in which to submit a show cause submission.

6.4.1.4 The student must use the online show cause form to make their show cause submission and must follow the instructions in the form.

6.4.1.5 The show cause submission must state, at a minimum:

- what factors prevented the student from, as relevant, maintaining satisfactory academic progress or passing the specific course(s)
- why the student believes they should be permitted to continue studying in their program, and
- what actions the student intends to, as relevant, improve their academic progress and/or pass the relevant course(s).

6.4.1.6 A late show cause submission may be considered where the student demonstrates that exceptional circumstances prevented them from submitting it sooner.

6.4.1.7 However, no late show cause submission will be considered once the termination and/or suspension decision is put into effect: when this occurs, a student who has been prevented by exceptional circumstances from making a show cause submission can submit an appeal application, including evidence of the exceptional circumstances.

6.4.1.8 Where a show cause submission has not been received from a student within the time frame for these submissions, the school will notify the student that the original decision will be put into effect.

6.4.1.9 The notification will advise the student of their right of appeal and refer them to the *Policy: Student Appeals* for the grounds of appeal, time frame in which

to appeal and process for submitting an appeal application.

6.4.1.10 Where the student is studying on an Australian student visa, the notification will also advise the student:

- to seek advice from the federal department of immigration on the potential effect of the suspension or termination on their student visa, and
- that the University will report the suspension or termination to the federal department of immigration once the deadline for an appeal application has passed or, if the student appeals, and the suspension or termination stands, once that outcome is known.

6.4.1.11 The head of the school that manages the student's program will consider their show cause submission in relation to their academic record and any relevant information in the student's file such as previous show cause submissions they have made.

6.4.1.12 In considering the student's show cause submission, the head of school may:

- ask the student to provide documentation to confirm information in the submission
- invite the student to a meeting to discuss their submission, and/or
- consult the head of another school that manages a course in which the student was enrolled.

6.4.1.13 The head of school will decide the outcome of the student's show cause submission:

- within 10 working days of receiving it, or
- where the head of school asks the student for supporting documentation, within 10 working days of receiving that documentation, or
- where the head of school invites the student to a meeting to discuss their submission, within 10 working days of that meeting.

6.4.1.14 Where the student does not provide supporting documentation the head of school has requested, or does not attend a meeting to which the head of school has invited them, the head of school may decide the outcome of the student's show cause submission without the documentation or meeting.

6.4.1.15 As an outcome of a student's show cause submission, the head of school may or may not:

- permit the student to re-enrol in courses for their program
- permit the student to re-enrol in a course or courses they have failed
- withdraw the suspension or termination of the student's enrolment at the University, so that the student has the option of applying for admission to other programs, or
- reduce the termination of the student's enrolment at the University to a suspension of the enrolment for a specific period.

6.4.1.16 If the outcome of the show cause submission is that the head of school will allow the student to enrol for further study (whether in the same program or a different program):

- the head of school may apply conditions to the student's re-enrolment such as those stated in clause 5.7.2, and
- the student's academic status will remain the same as it was at the end of their last previous teaching period of study.

6.4.1.17 The head of school will notify the outcome of the student's show cause

submission, in writing, to:

- the student
- Student Administration (at student.admin@nd.edu.au)
- the Student Appeals and Policy Coordinator (at show.cause@nd.edu.au), and
- the head of any other school that manages courses in which the student is enrolled.

6.4.1.18 Where the outcome of a student's show cause submission is that the decision to suspend or terminate their enrolment at the University, the head of school's notification to the student will advise them of their right of appeal and refer them to the *Policy: Student Appeals* for the grounds of appeal, time frame in which to appeal and process for submitting an appeal application.

6.4.1.19 Where the student is studying on an Australian student visa, the head of school's notification will also advise the student:

- to seek advice from the federal department of immigration on the potential effect of the suspension or termination on their student visa, and
- that the University will report the suspension or termination to the federal department of immigration once the deadline for an appeal application has passed or, if the student appeals, and the suspension or termination stands, once that outcome is known.

6.4.1.20 A student may appeal a decision to terminate their program enrolment, or suspend or terminate their enrolment at the University, in accordance with the *Policy: Student Appeals*, where:

- they are not eligible to show cause
- they did not make a show cause submission, or
- they made a show cause submission but the head of school decided the termination or suspension would be put into effect.

6.4.1.21 Where a student's appeal against program termination, university suspension or university termination is upheld, and the student is permitted to continue studying, their academic status will remain the same as it was immediately before the original decision against which they appealed.

6.4.1.22 Show cause submissions and their outcomes will be retained on the student file.

6.4.1.23 A student whose program enrolment is terminated may apply for admission to another program in accordance with the *Procedure: Admission*.

6.4.1.24 A student whose enrolment at the University is suspended may, after the period of suspension, apply for re admission to the program or for admission to another program in accordance with the *Procedure: Admission*.

7 ENROLMENT BEYOND MAXIMUM PROGRAM DURATION

7.1 The *Procedure: Program and Course Design* states requirements for defining the maximum duration of a program.

7.2 A student's total period of enrolment in a program:

- 7.2.1 starts on the start-date of their first teaching period of enrolment in the program, and
- 7.2.2 includes any period when the student is not enrolled for a reason such as:

- having their program enrolment terminated or being suspended from the University

- being on leave of absence or absent without leave, or
- not having re-enrolled.

7.3 Where a student's total period of enrolment has reached or exceeded the maximum duration of their coursework program, the executive dean of the faculty that manages the program, in consultation with the head of the school that manages the program, may:

- 7.3.1 allow the student to re-enrol beyond the maximum program duration
- 7.3.2 require the student to satisfy the current program requirements
- 7.3.3 specify a date by which the student must have completed the program requirements
- 7.3.4 require the student to repeat courses they have completed earlier
- 7.3.5 require the student to undertake specific courses
- 7.3.6 terminate the student's enrolment in the program
- 7.3.7 suspend the student from the University, and/or
- 7.3.8 set other conditions or requirements for the student to continue studying at the University or to be readmitted to a program.

8 MONITORING ACADEMIC PROGRESS (ELICOS PROGRAMS)

- 8.1** The program coordinator of an English language intensive course for overseas students (ELICOS) program, and academic staff who teach in the program, will monitor the academic performance of each student enrolled in the program in each assessment task.
- 8.2** If an academic staff member identifies a student in the ELICOS program as being at risk of not achieving satisfactory academic progress during a study period, they will advise the program coordinator and National Director, Pathways of this, so they can consider whether the student needs an intervention strategy.
- 8.3** At the end of an ELICOS study period the Pathway Board of Examiners will review and record the academic progress of ELICOS program students in that program and decide whether they have achieved satisfactory academic progress.
- 8.4** To achieve satisfactory academic progress in an ELICOS program, a student must achieve a mark of at least 60 percent in:
 - 8.4.1 writing skills, and
 - 8.4.2 two of the remaining skill areas stated in the course outline for the program.

9 INTERVENTION STRATEGY (ELICOS PROGRAMS)

- 9.1** When a student enrolled in an English language intensive course for overseas students (ELICOS) program is identified as needing support, or when the Pathways Board of Examiners decides an ELICOS program student has made unsatisfactory academic progress in a teaching period, support will be offered to the student as follows.
 - 9.1.1 The National Director, Pathways or an academic staff member whom the national director nominates, will invite the student to an interview to discuss an intervention strategy.
 - 9.1.2 At the interview, the staff member and student will together develop an intervention strategy listing actions the student and staff will take to help the student achieve satisfactory progress in their ELICOS program.
 - 9.1.2.1 Typical ELICOS student intervention strategy actions are:
 - The student will attend a specific academic skills program or programs.
 - Regular meetings between the student and ELICOS program coordinator.

- The student will attend the University's counselling service to receive support with any personal issues that may be hampering their progress.
 - The student will meet specific attendance requirements.
 - The student will repeat a course.
- 9.1.2.2 Where the intervention strategy includes the student repeating a course, the staff member will ensure the student understands the implications of this, such as increased cost and longer program duration.
- 9.1.2.3 Other actions may be included in the intervention strategy as decided by the National Director, Pathways in consultation with Student Administration.
- 9.1.2.4 An intervention strategy will:
- normally run for one teaching period, and at most for two teaching periods
 - state its start-date and end-date
 - have attached to it a program planner stating the agreed actions and date the student is expected to complete the program.
 - start when the student has signed and dated it to confirm that they accept the plan.
- 9.1.2.5 Once a student has accepted an intervention strategy, they are expected to carry out the actions that the plan lists for them.
- 9.1.3 If the student cannot be contacted to be invited to an interview to develop an intervention strategy, or attends an interview but refuses to accept the proposed intervention strategy, the attempts to contact them, or their refusal, will be recorded on the student's file.
- 9.1.4 At the time of the intervention strategy's end date, the National Director, Pathways or an academic staff member whom they nominate will meet with the student to discuss whether the student is likely to achieve satisfactory academic progress.
- 9.1.4.1 At this meeting, if the student is still at risk of failing to achieve satisfactory academic progress, the staff member and student may develop a new intervention strategy.

10 REPORTING UNSATISFACTORY ACADEMIC PROGRESS (ELICOS PROGRAMS) AND APPEALS AGAINST SUCH A DECISION

- 10.1** The Pathways Board of Examiners may decide that a student enrolled in an English language intensive course for overseas students (ELICOS) program has demonstrated sustained unsatisfactory academic progress where the student has:
- 10.1.1 again failed to achieve satisfactory progress in a teaching period after being the subject of two consecutive intervention strategies, or
- 10.1.2 failed to achieve satisfactory progress in a second consecutive teaching period, after they would not accept intervention strategy or were uncontactable or unavailable to develop one.
- 10.2** Where the Pathways Board of Examiners has decided that an ELICOS program student has demonstrated sustained unsatisfactory academic progress, Student Administration will email the student via their student email account to advise them:
- 10.2.1 that the Pathways Board of Examiners has decided that they have demonstrated sustained unsatisfactory academic progress and so the University must report them to the federal department of immigration

- 10.2.2 of the reasons for this decision, and
- 10.2.3 that they have 20 working days to appeal this decision.

10.3 If the student has not submitted an appeal application by the end of 20 working days from the date on which they were notified of the decision, Student Administration will report their unsatisfactory academic progress to the federal department of immigration.

10.4 If a student submits an appeal against a decision of the Pathways Board of Examiners under clause 10.1:

- 10.4.1 they must continue to attend classes until the appeal process is finished
- 10.4.2 if the student's ELICOS program enrolment finishes while the appeal process is still under way, the Academic Registrar may decide not to permit the student to enrol for a further stage of their ELICOS program, and
- 10.4.3 Student Administration will report the student to the federal department of immigration only after the appeal process is over and where the finding is against the student.

10.5 Appeals within the University

10.5.1 To appeal a decision of the Pathways Board of Examiners under clause 10.1, the student must, within 20 working days of the date the email informing them of the decision was sent to them, apply in writing to the Academic Registrar.

10.5.1.1 The student's appeal application must meet the requirements of section 6 of the *Policy: Student Appeals*.

10.5.1.2 The Academic Registrar will decide the appeal within 10 working days of receiving it, and will:

- write to the student informing them of the decision, and
- copy this communication to the National Director, Pathways.

10.6 Appeals outside the University

10.6.1 A student may appeal a decision of the Pathways Board of Examiners under clause 10.1 to the Overseas Student Ombudsman, in accordance with section 7.3 of the *Policy: Student Appeals*.

11 RESPONSIBILITIES AND DECISION-MAKING AUTHORITIES

11.1 This section summarises the requirements and decision-making authorities stated in this procedure that apply to each of the positions, committees or roles listed below.

11.1.1 Should any decision-making authority stated in this procedure be inconsistent with a delegation in the schedule of academic delegations to the *Standing Delegations of Authority*, the *Standing Delegations of Authority* states the correct delegation of the decision-making authority.

11.2 Academic Registrar

11.2.1 The Academic Registrar will decide appeals by students in an English language intensive course for overseas students against a decision to terminate their program enrolment for sustained unsatisfactory academic progress (see section 10.5).

11.3 Boards of examiners

11.3.1 Boards of examiners:

11.3.1.1 will monitor the academic progress of students in coursework programs (see section 5.1; and – in relation to the Pathways Board of Examiners only – clauses 8.3, 8.4)

11.3.1.2 will decide students' academic status (see sections 5.4, 5.5)

11.3.1.3 may decide to terminate a student's program enrolment for failing courses (see section 5.6; and – in relation to an English language intensive course for overseas students program – clause 10.1), and

11.3.1.4 may decide to suspend a student from the University for failing to maintain satisfactory academic progress or being absent from the University (see section 5.8).

11.4 ELICOS program teaching staff

11.4.1 Staff who teach in an English language intensive course for overseas students (ELICOS) program will:

11.4.1.1 in collaboration with the program coordinator, monitor the academic performance of each student enrolled in the program in each assessment task (see section 8)

11.4.1.2 where a student is at risk of not achieving satisfactory academic progress, inform the program coordinator and National Director, Pathways (see section 8), and

11.4.1.3 if nominated to do so by the National Director, Pathways:

- interview a student to develop an intervention strategy , and
- meet with the student at the end of the period of the intervention strategy (see section 9).

11.5 ELICOS program coordinators

11.5.1 The program coordinator of an English language intensive course for overseas students (ELICOS) program will:

11.5.1.1 in collaboration with any other staff who teach in the program, monitor the academic performance of each student enrolled in the program in each assessment task (see section 8)

11.5.1.2 where a student is at risk of not achieving satisfactory academic progress, inform the National Director, Pathways (see section 8), and

11.5.1.3 if nominated to do so by the National Director, Pathways:

- interview a student to develop an intervention strategy , and
- meet with the student at the end of the period of the intervention strategy (see section 9).

11.6 Executive dean

11.6.1 Executive deans may:

11.6.1.1 set conditions on a student's re-enrolment under various circumstances (see clauses 5.7.1, 5.7.2)

11.6.1.2 take actions where a student's total period of enrolment in a program will exceed the maximum program duration, ranging from allowing the student to re-enrol, through setting various conditions on which they may re-enrol, to recommending to the relevant board of examiners that the student's enrolment in the program be terminated or the student be suspended from the University (see section 7).

11.7 Heads of school

11.7.1 Heads of school:

11.7.1.1 are strongly recommended to ensure that domestic students who fail courses are contacted to offer them a meeting to develop a student success plan (see section 4)

11.7.1.2 must ensure that an intervention strategy is developed and implemented in

accordance with the *Procedure: Intervention Strategy* for students studying on an Australian student visa who fail courses

- 11.7.1.3 may set conditions on a student's re-enrolment under various circumstances (see clauses 5.4.1.5, 5.5.1.3, 5.7.1, 5.7.2)
- 11.7.1.4 may recommend that the relevant board of examiners terminate the program enrolment of a student who has failed a practical placement course, clinical placement course or internship course, where they believe that the student is unlikely to pass the course if they repeat it, or there is significant risk in allowing the student to repeat the course (see clause 5.6.1.3)
- 11.7.1.5 may permit a student to re-attempt a course that they have failed twice, or have failed once if it is a course in a bachelor (honours) program, although a board of examiners has decided to terminate the student's program enrolment because of the course failure(s) (see clause 5.6.2)
- 11.7.1.6 may grant a student credit transfer for a restricted elective course or open elective course for the student's program, on the basis of prior study at another education provider, although the student has failed the course twice (see clause 5.9.1.3)
- 11.7.1.7 will consider students' submissions to show cause why their program enrolment should not be terminated and/or they should not be suspended from the University (see section 6.3), and
- 11.7.1.8 will notify the outcome of a student's show cause submission to the student, Student Administration and Fees, the Student Appeals Officer and, where relevant, another head of school (see clause 6.3.1.14).

11.8 National Director, Indigenous Education

- 11.8.1 The National Director, Indigenous Education will ensure Aboriginal and Torres Strait Islander students have a mentor (see section 3).

11.9 National Director, Pathways

- 11.9.1 The National Director, Pathways:
 - 11.9.1.1 will either interview a student who is identified as needing support, to develop an intervention strategy, or else nominate an academic staff member to do this (see section 9), and
 - 11.9.1.2 will either meet with a student at the end of their student success plan's period, or nominate another academic staff member to do this (see clause 9.1.4).

11.10 Schools

- 11.10.1 Schools will collaborate with the National Director, Indigenous Education to ensure Aboriginal and Torres Strait Islander students have a mentor (see section 3).

11.11 Student Administration

- 11.11.1 Student Administration will write to the federal department of immigration notifying the department that a student in an English language intensive course for overseas students program has demonstrated sustained unsatisfactory academic progress, where the student has not appealed against this decision or their appeal against it has been unsuccessful (see clause 10.4).
- 11.11.2 Student Administration, where the Pathways Board of Examiners has decided that a student in an English language intensive course for overseas students (ELICOS) program has demonstrated sustained unsatisfactory academic progress, will write to the student informing them of this decision and the appeal avenue and time frame for

submitting an appeal (see section 10).

11.12 Students

11.12.1 Students:

11.12.1.1 will maintain satisfactory academic progress (see clause 5.3 and its subclauses or – for students in English language intensive courses for overseas students program only – clause 8.4), and

11.12.1.2 must avoid failing any course twice, and certain types of course even once (see clause 5.6.1 and its subclauses).

12 RELATED DOCUMENTS

12.1 Nil

13 INTERPRETATION AND DEFINITIONS:

13.1 Interpretation

13.1.1 The following rules of interpretation apply to this procedure:

13.1.2 The University's *Policy Framework* sets out the hierarchy of the University's policy documents.

13.1.3 Should any provision in this procedure be inconsistent with a provision of a document higher in the University's hierarchy of policy documents as stated in the [Policy Framework](#), the higher document prevails and overrules this procedure to the extent of the inconsistency.

13.1.4 This procedure must be read alongside other closely-related policy documents:

13.1.4.1 the policy that it supports, identified in the Purpose section

13.1.4.2 closely-related policies and regulations listed in the Related policies and regulations sections

13.1.4.3 the *Code of Conduct (Staff)* and *Code of Conduct (Students)*, which include a requirement to comply with policy documents of the University, and

13.1.4.4 any other documents listed in the Related documents section.

13.1.5 Where this procedure uses:

13.1.5.1 the verbs 'will' or 'must', it states a requirement

13.1.5.2 the phrases 'cannot', 'must not' or 'only [position title] can', it states a prohibition

13.1.5.3 the words 'include', 'includes; or 'including' followed by a list, the words 'without limitation' are taken to follow immediately

13.1.5.4 the phrase 'for example' or 'such as' followed by a single instance or list, the instance or list is not exhaustive

13.1.5.5 the phrases 'described in', 'set out in', 'specified in' or 'stated in', it will be read as if the words 'expressly or impliedly' appeared immediately before them;

13.1.5.6 the singular, it also means the plural, and vice versa

13.1.5.7 any gender, it includes the other genders, and

13.1.5.8 a reference to a statute, ordinance, code or other law, it includes regulation, by-laws, rules and other statutory instruments under it for the time being in force and consolidations, amendments, re-enactments, or replacements of any of them.

13.2 Definitions

- 13.2.1 The definitions section of the *Policy: Programs and Courses* defines the terms used in this procedure, other than those listed below.
- 13.2.2 The following terms have the meanings stated below.
- 13.2.2.1 **Conditional academic status** has the meaning stated in subsection 5.5.
 - 13.2.2.2 **Exceptional circumstances** has the meaning stated in the *General Regulations*.
 - 13.2.2.3 **Good standing** has the meaning stated in subsection 5.4.
 - 13.2.2.4 **In writing** means by email from/to the student's student email account or in a hard copy letter.
 - 13.2.2.5 **Intervention Strategy** has the same meaning as stated in the *Procedure: Intervention Strategy*. Refer to clause 9.1.2 for requirements that apply to students enrolled in an English language intensive course for overseas students.
 - 13.2.2.6 **Pathway program** means a program that enables students to meet the academic entry requirements of an undergraduate coursework program.
 - 13.2.2.7 **Satisfactory academic progress** has the meaning stated in, as relevant to the type of program in which a student is enrolled:
 - 13.2.2.8 clauses 5.3.1 and 5.3.1.1 (for coursework students other than students enrolled in the Doctor of Medicine program or in an English language intensive courses for overseas students (ELICOS program))
 - 13.2.2.9 clause 5.3.2 for students enrolled in the Doctor of Medicine program, or
 - 13.2.2.10 clause 8.4 and its subclauses (for students enrolled in an ELICOS program).
 - 13.2.2.11 **Student file** means the file of records of a student's enrolment and related matters held by Student Administration.
 - 13.2.2.12 **Student success plan** means a specific plan and documentation prepared as a record of the academic or other assistance that has or will be offered to support domestic students to improve their academic progress.
 - 13.2.2.13 **Working days** means days when the University is open for business, and excludes intervening weekend days or public holidays when the University is closed for business.

Version	Date of approval	Approved by	Amendment
1	13 January 2023	Vice-Chancellor	New procedure
2	26 April 2023	Deputy Vice-Chancellor Learning and Teaching	Minor amendments to clarify mentoring provisions for Aboriginal or Torres Strait Islander students and requirements for overseas students.