

Course Progression Rule

Section 1 - Overview

(1) This Rule provides a framework for:

- a. the requirements for satisfactory progress of Students enrolled in undergraduate and postgraduate coursework courses;
- b. monitoring and managing the progression of Students against these requirements; and
- c. clear responsibilities for academic progression decisions and processes.

Section 2 - Scope

(2) This Rule applies to all Students enrolled in undergraduate and postgraduate coursework courses.

(3) This Rule does not apply to the Joint Medical Program with the University of Newcastle.

Section 3 - Rule

Principles

(4) The University is committed to building the capacity of Students to self-manage their progression and performance.

(5) The University is committed to early identification of Students who are experiencing difficulties in their studies and not meeting progression requirements, and who may be at risk of exclusion.

(6) The University is committed to providing timely and constructive feedback to Students who are not meeting progression requirements, and to supporting Students to take action to improve their academic performance.

(7) Course progression processes and decisions are transparent, consistent and fair.

(8) A Student enrolled in a course must meet all progression requirements and requirements for a course within the approved period of candidature.

(9) Course progression for Student visa holders shall be administered in accordance with the [Education Services for Overseas Students Act 2000 \(Cth\)](#), and [the National Code of Practice for Providers of Education and Training to Overseas Students 2017](#).

Requirements to Maintain Satisfactory Course Progression

(10) In order to maintain satisfactory course progress Students must meet, in each period of enrolment, all of the following:

- a. pass at least 50% of the credit points attempted;

- b. satisfy any course rules that require:
 - i. an average or minimum grade in specified units in order to remain enrolled in the course; and/or
 - ii. an average or minimum grade in order to remain enrolled in the course.
- c. meet any conditions specified by the Course Coordinator at the commencement of the period of enrolment; and/or
- d. complete their course within the approved maximum period of candidature specified in the course rules or General Rules, or Confirmation of Enrolment (Student visa holders only), from the time of first enrolment.

Categories of Course Progression

Early Alert Strategy

(11) The engagement of Students with the University will be monitored to assist them towards successful completion. Students who might benefit from additional support will be identified and assisted through the University's Early Alert Strategy.

Progression Alert

(12) At the end of a period of enrolment the University will contact a Student who might benefit from additional support, and provide information about the support services offered by the University. A Student is in this category if they have not met the requirements of clause 10(a).

Show Cause Followed by Unconditional Enrolment, Conditional Enrolment or Exclusion

(13) A student's progress is unsatisfactory if:

- a. in the previous three consecutive periods of enrolment they have not met the requirements of clause 10(a); and/or
- b. they fail to satisfy any course rule as specified under clause 10(b); and/or
- c. they fail to meet a condition specified by the Course Coordinator at the commencement of the period of enrolment under clause 10(c); and/or
- d. they will exceed, or have exceeded the period of candidature under which they were enrolled, under clause 10(d).
- e. A Student whose progress has been deemed to be unsatisfactory under clause 13(a) may be required to show cause why they should be permitted to re-enrol in their course.

(14) Students who are asked to show cause may:

- a. be allowed to re-enrol without conditions; or
- b. have conditions placed on their continued enrolment; or
- c. be excluded from the course for a period of time;
- d. A Student's enrolment may be terminated from the University if they are excluded a second time, either in the same course or from two different courses.

Appeals

(15) A Student may appeal decisions under this Rule through the [Academic Assessment Appeals Policy](#).

Records Management

(16) Electronic records must be kept in accordance with the [University Records Management Rule](#).

Responsibilities

(17) Students are responsible for:

- a. maintaining satisfactory course progress;
- b. engaging and complying with the University's course progression process;
- c. reading and acting upon, as appropriate, all notices and correspondence (written or electronic) from the University; and
- d. complying with any conditions or requirements imposed under this Rule.

(18) Student Success is responsible for:

- a. monitoring and managing the Early Alert Strategy for all Students under this Rule; and
- b. monitoring and managing course progression for Students in accordance with clause 10(a) and (c) except for Student visa holders.

(19) Course Coordinators are responsible for:

- a. monitoring the course progression of Students in accordance with clause 10(b) and 10(d);
- b. determining actions on Student progression under this Rule (where applicable);
- c. completion of an agreed Academic Improvement Strategy in consultation with the Student; and
- d. determining the outcome of a Student's show cause submission.

(20) UNE International is responsible for monitoring and managing course progression of Student visa holders in accordance with clauses 10(a), (c) and (d).

Authority and Compliance

(21) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the [University of New England Act](#), makes this University Rule.

(22) University Representatives and Students must observe this Rule in relation to University matters.

(23) In the event of a conflict between this Rule and any School policy or practice, this Rule shall take precedence.

(24) The Rule Administrator, the Pro Vice-Chancellor (Academic Innovation) is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(25) This Rule operates as and from the Effective Date.

(26) Previous policies and related documents on course progression are replaced and have no further operation from the Effective Date of this new Rule.

(27) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

Section 4 - Definitions

(28) Administering Body means the area of the University assigned responsibility for aspects of the administration of a Student's course progression.

(29) Effective Date is the date on which this Rule will take effect.

(30) Student means an Admitted Student or an Enrolled Student, at the relevant time.

- a. Admitted Student means a Student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study.
- b. Enrolled Student means a Student who has been admitted to a UNE course of study at UNE or elsewhere and who is enrolled in a unit at UNE.

(31) UNE Act means the [University of New England Act 1993 No 68 \(NSW\)](#)

(32) University Representative means a University employee (casual, fixed term and permanent), contractor, agent, appointee, Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

Status and Details

Status	Current
Effective Date	6th June 2018
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Approval Authority	Vice-Chancellor and Chief Executive Officer
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Expiry Date	To Be Advised
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