

# Course Progression Procedures

## Section 1 - Overview

(1) These procedures provide for the implementation of the Course Progression Rule, and must be read in conjunction with that Rule.

(2) These procedures articulate the University's practices as they apply to Student visa holders in compliance with the [ESOS Act 2000](#) and the [National Code 2007](#).

## Section 2 - Scope

(3) These procedures apply to all Students enrolled in undergraduate and postgraduate coursework courses.

(4) These procedures do not apply to the Joint Medical Program with the University of Newcastle.

## Section 3 - Procedures

### General

(5) A student is deemed to demonstrate unsatisfactory progress in their course if they do not attain the minimum requirements as described in clause 9 of the Course Progression Rule.

(6) The Administering Body at the end of each teaching period shall conduct a review of a Student's progress in their course of enrolment. The satisfactory course progress requirements in clause 9 of the Course Progression Rule shall be used to review a Student's course progress.

(7) Students must respond to any correspondence, in accordance with the instructions in the notice, regarding their course progression.

(8) Whenever a Student contacts a Student Advisor or meets with a Course Coordinator to discuss the implementation of an Intervention Strategy the date and details of the Intervention Strategy must be recorded on the Student file.

(9) A Student who has conditions placed on their enrolment in a course and who is permitted to transfer to another course may have conditions imposed on their enrolment in the new course by the new Course Coordinator.

(10) The Manager International Services & Compliance, must be notified when a Student visa holder has been identified in any of the categories of course progression stages.

(11) The Administering Body will check Student visa holders' study load at the beginning of each teaching period.

(12) Unit Coordinators will obtain a class list at the commencement of each teaching period for their unit to identify Student visa holders.

## Early Alert Strategy

(13) As far as practicable during each teaching period Student Success will monitor each student's course progress to identify students at risk of disengagement under the Early Alert Strategy.

(14) Criteria to identify these Students may include:

- a. failure to access the Moodle site for the unit; or
- b. failure to submit or not pass an assessment task.

(15) An email will be sent to those students to advise them:

- a. they may be at risk of performing unsatisfactorily in the current teaching period which subsequently may affect their course progress;
- b. how this may affect their student visa (if applicable);
- c. of academic and welfare support services available to assist them in their studies; and
- d. to contact a Student Support Officer in SAS so that they can be provided assistance and case management, which may include actions listed in clause 17(e).

(16) If a Unit Coordinator identifies a Student as potentially at risk during a teaching period, the Unit Coordinator will provide counsel, where possible, to the student that they are at risk of not making satisfactory progress and, as appropriate to the unit, refer them to one or more of the actions listed in clause 17(e).

## Progression Alert

(17) At the end of a teaching period the Administering Body will send all Students identified as at risk of unsatisfactory course progress a notice advising the Student:

- a. that they have been identified as not meeting course progression requirements;
- b. why they have been identified as not meeting course progression requirements;
- c. the consequence of unsatisfactory progress;
- d. how this may impact their Student visa (where applicable); and
- e. that they should immediately contact a Student Support Officer (SAS) or the relevant Course Coordinator, to discuss an Intervention Strategy which may include the Student:
  - i. considering their commitment to their studies, in terms of their time allocation to study and/or the number of units in which they are enrolled, Students will be referred to the relevant Course Coordinator;
  - ii. enrolling in academic skills programs;
  - iii. attending tutorial or study groups;
  - iv. seeking individual case management;
  - v. seeking support (such as counselling) with personal issues that are influencing progress;
  - vi. seeking mentoring;
  - vii. enrolling in a suitable alternative subject within a course or a suitable alternative course at the next available opportunity;
  - viii. accessing the relevant UNE support services area; or
  - ix. a combination of any of the above.
- f. UNE International will forward School and course based reports of identified Student visa holders with a progression alert to each Head of School, and request that the relevant Course Coordinator formally contact the identified Student and advise the Student to contact them immediately to put in place an Intervention Strategy.
- g. Student visa holders must contact their relevant Course Coordinator to discuss their studies and complete an

Intervention Strategy (in conjunction with the unit coordinator/s of the failed unit/s, if appropriate). The Intervention Strategy must be agreed and signed by the Course Coordinator and Student and recorded on the Student file. This is a requirement of the ESOS Act 2000.

- h. Where it is believed that a reduction in course load will assist a Student visa holder in meeting satisfactory course progression:
  - i. the Course Coordinator will consult with the Manager ICS, if a Student is not expected to complete their course before their visa expires and will provide a written revised date for anticipated course completion; and
  - ii. the Student must contact the Manager ICS to discuss how a reduced load may affect their electronic Confirmation of Enrolment (COE) and consequently their Student visa.

## **Show Cause — Unconditional Enrolment, Conditional Enrolment or Exclusion**

(18) A Student who is identified as not meeting satisfactory course progression at the end of two consecutive teaching periods of enrolment will be required to submit a case showing cause why they should not have conditions placed on their future enrolment or be excluded from the university for a period of time.

(19) The deadline for a Student to show cause is detailed in the notice and shall be ten (10) working days from the date of the notice.

(20) If a Student does not provide a written case within the time specified in the show cause notice they will be excluded automatically from the University for a period of one year.

(21) The Student's case must:

- a. set out comprehensive reasons why they have failed to meet course progression;
- b. state why they should be permitted to continue with their studies without conditions or be excluded for a period of time; and if applicable
- c. what strategies they have put in place to prevent these circumstances recurring.

(22) At the time of submission Students should support their case with appropriate documentary evidence. A Student who fails to submit evidence incurs greater risk of exclusion when their case is considered.

(23) A Student may present their submission in person, provided the Student has made a written submission with documentary evidence. An independent University Representative may accompany the Student.

(24) The Course Coordinator will:

- a. examine all the evidence submitted by a Student who has been asked to show cause, including the Student's academic record and the Student's submission;
- b. assess the probable impact:
  - i. on past academic performance of the reasons submitted by the Student, including but not limited to, medical, personal, cultural, and/or compassionate reasons; and
  - ii. on future academic performance of any matters that may continue into the next teaching period/s, and of any remedial actions or strategies taken or proposed by the Student.

(25) The Course Coordinator will then decide whether to:

- a. permit the Student to continue without conditions; or
- b. permit the Student to continue with conditions placed on their enrolment and academic performance in the next teaching period which may include:

- i. restricting the maximum number of units or credit points in which a Student can enrol with the requirement that the Student successfully complete a nominated percentage of their enrolment; or
  - ii. specifying a unit or units in which a Student can enrol with the requirement that the Student successfully complete the nominated units; or
- c. exclude the Student from the course for a period of not normally less than one year and not normally more than three years.

(26) Where it is believed that a reduction in course load will assist a Student visa holder in meeting satisfactory course progression then clause 17(h) must be followed.

(27) If a condition has been placed on a Student's re-enrolment there must be an automatic consequence for non-compliance, which is normally a period of exclusion.

(28) The Course Coordinator will advise the Administering Body of their decision on the Student's show cause submission.

(29) The Administering Body will advise Students of the outcome of the decision within ten (10) working days of the University receipt of the Student's submission. The notice will also inform the Student of their right of appeal under the [Academic Assessment Appeals Policy](#).

(30) A Student who has shown cause and had conditions placed on their enrolment and academic performance in the next teaching period, which may include on future enrolment, may not appeal for lifting of the conditions.

(31) When conditions are placed on a Student's re-enrolment the Administering Body will monitor the Student's compliance with the conditions.

(32) If a Student is excluded and has enrolled in units for the following teaching period and accessed the appeals process, they must be allowed to remain enrolled while the appeal is ongoing. If the appeal is finalised after the census date for that teaching period and upholds the University's decision, the Student will be permitted to remain enrolled in their units for that teaching period. At the end of that same teaching period the Student will either be asked to show cause or have the exclusion applied.

(33) If a Student is excluded and has enrolled in units for the following teaching period and not accessed the appeals process the Administering Body either withdraws the Student from the units and records the exclusion on the Student's file or requests Student Success to process this action.

(34) If a Student visa holder is excluded they will be notified in writing, by the Administering Body, of the University's intention to report the Student to the Commonwealth Government for not achieving satisfactory course progress, and

- a. if the student appeals and the appeal is not upheld, the Administering Body will notify the Secretary of the Commonwealth Department of Education via PRISMS as required under Section 19 of the ESOS Act; and
- b. the Student will be notified in writing of the cancellation of their studies in accordance with the ESOS Act 2000. The Student is required to immediately contact the Department of Immigration and Border Protection to understand the impact this action may have on their Student Visa.

## **Maximum Period of Candidature**

(35) Each course of the University has a limited period for its completion, specified in the course rules or the General Rules.

(36) For Student visa holders, the expected completion time is that which is stated in their Confirmation of Enrolment, issued by the University for Student visa purposes. Extension of the completion date and the Confirmation of

Enrolment are possible in limited circumstances.

(37) A Student who will not complete their course within the maximum period allowed for that course must apply in good time to the Course Coordinator for an extension of time.

(38) The Course Coordinator may grant an extension of time of up to one year (or part-time equivalent) beyond the normal maximum period of candidature for a Student to complete a course. For Student visa holders the Course Coordinator should consult with the Manager International Services & Compliance when making their decision.

### **Admission After Exclusion**

(39) Students excluded from a course may re-apply for admission after the exclusion period in accordance with the Admission Rule.

### **Appeals**

(40) A Student may appeal a decision under these procedures in accordance with the [Academic Assessment Appeals Policy](#). Appeals based solely on claims of non-receipt of University notices or correspondence shall not be heard.

### **Records Management**

(41) Electronic records of all correspondence and decisions related to Students under these procedures are to be retained in accordance with the [University Records Management Rule](#).

### **Authority and Compliance**

(42) The Procedure Administrator, pursuant to the University's Course Progression Rule, makes these procedures.

(43) University Representatives and Students must observe these procedures in relation to University matters.

(44) This procedure operates as and from the Effective Date.

(45) Previous procedures on course progression are replaced and have no further operation from the Effective Date.

## **Section 4 - Definitions**

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

(47) Effective Date is the date on which this procedure will take effect.

(48) In person means physically co-located or present by electronic means.

(49) 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.

(50) University Representative means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE 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

<b>Status</b>	Historic
<b>Effective Date</b>	22nd February 2016
<b>Review Date</b>	14th September 2018
<b>Approval Authority</b>	Pro Vice-Chancellor (Academic Innovation)
<b>Approval Date</b>	21st December 2015
<b>Expiry Date</b>	5th June 2018
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