

Student Academic Progress Policy

1. Purpose	This Policy sets out a framework for the identification and provision of support for students who are at risk of not making satisfactory progress in their course.
2. Regulatory Alignment	<p>HESF: 1.3 Orientation and Progression; 1.4 Learning Outcomes and Assessment; 3.3 Learning Resources and Educational Support; 6.3 Academic Governance; 7.2 Information for Prospective and Current Students</p> <p>National Code 2018: Standard 6 Overseas Student Support Services; Standard 8 Overseas Student Visa Requirements; Standard 9 Deferring, Suspending or Cancelling the Overseas Student's Enrolment; Standard 10 Complaints and Appeals</p>
3. Scope	This policy applies to all students and staff who are responsible for identifying students at- risk and/or demonstrating unsatisfactory academic progress and for providing support services.
4. Policy	<p>4.1 EIA will provide advice about the academic progress requirements to students in this Policy, the Student Handbook and during orientation.</p> <p>4.2 The academic progress of all students must be monitored. The Dean is responsible for monitoring the academic progress of all students and academic staff are responsible for monitoring the students in their unit of study.</p> <p>4.3 Data relating to the retention, progression and completion rates of student cohorts through units will be used to inform reviews and improvement of admission policies and teaching and learning strategies.</p> <p>4.4 Students must meet and maintain satisfactory academic progress in order to complete within the expected duration specified in their Confirmation of Enrolment (CoE).</p> <p>4.5 Students who are deemed to be in need of support or at risk of unsatisfactory progress will be identified and provided with advice and assistance to support successful course completion.</p> <p>4.6 A full-time load per compulsory trimester is four units of study. The minimum course progression standard for students is a passing grade in at least 50% of the enrolled units. Students who fail to meet the minimum</p>

	<p>course progression standard in a compulsory trimester will be identified as making unsatisfactory course progress.</p> <p>4.7 Students who meet the 50% passing grade requirement in a trimester but failed the same unit three times (Multi-Fail) will be also identified as making unsatisfactory course progress.</p> <p>4.8 EIA's early intervention process will be undertaken for students who are identified as 'at risk' to support students to better engage with their studies to improve their course progress.</p> <p>4.9 EIA will initiate intervention strategies for students who are identified as making unsatisfactory course progress.</p> <p>4.10 EIA may cancel an international student's CoE and report a student for making unsatisfactory course progress to the Australian Government via PRISMS if:</p> <ul style="list-style-type: none"> • The student fails to follow the intervention strategy; and • Continues to fail to maintain satisfactory course progress in a subsequent compulsory study period. <p>4.11 EIA will only cancel an international student's CoE and report student for unsatisfactory course progress in PRISMS if:</p> <ul style="list-style-type: none"> • The internal appeal process has been completed and the decision or recommendation supports EIA; or • The student has chosen not to access the internal appeal process within the 20 working day period; or • The student withdraws from the internal appeals processes by notifying EIA in writing. <p>4.12 EIA may cancel a domestic student's enrolment where the student fails to meet the satisfactory course progress.</p>
Administrative Details	
Policy Owner	Managing Director
Implementation Officer	Dean
Approved Authority	Academic Board
Definitions	See EIA Glossary of Terms
Version History	

Version	Approved/Effective Date	Amendments
1.1	21/01/2020	<ul style="list-style-type: none"> Added terms of reference for Student Progress and Examination Committee. Updated requirements for students to maintain satisfactory progress. Changed 6.1.3 wording to provide greater clarity. Clarified “at risk” in 6.1.3. Proofed ‘at risk’ definition. Added ‘at risk’ student intervention procedure.
1.2	19/05/2020	Added requirements 6.2.6 and 6.4.3 to align the policy with the requirements of National Code 2018 standard 8.14 and 8.16.
1.3		Changed company name to Edvantage Institute Australia (EIA).
2.0		<ul style="list-style-type: none"> Provided clarity to the record keeping responsibility and accountability for all correspondence sent and received under this policy; Addition of instructive and clear steps as to how actions in each APM stage are carried out, specifically, how students are notified and what they need to do when they are identified for an APM stage. Provision of greater clarity as to how and when students are identified as not demonstrating satisfactory academic progress. Provision of further information about the internal and external appeal against an Intention to Cancel notification and the student enrolment arrangement whilst waiting for the outcome of appeals.
2.1		Included the use of learning analytics in the LMS for the identification of at-risk students
3.0	30/03/2023	<ul style="list-style-type: none"> Rephased the policy to make the content clearer Added no class attendance and assessment attempt as Stage 3 Updated the procedures in accordance with the current operation practice and task delegations
3.1	13/07/2023	Separated policy from procedure