

# Student Course Progress Policy

## 1. Purpose

- 1.1 This policy provides the framework for the monitoring of academic participation, progress, and completion of all students of Perth Bible College.

## 2. Scope

- 2.1 This policy applies to all staff and students of Perth Bible College.

## 3. Responsibility

- 3.1 It is the responsibility of the Dean of Academics and Research to implement this policy.
- 3.2 The Teaching and Learning Committee is responsible for the assessment of course progress.

## 4. Definitions

<b><i>Appeal</i></b>	A request for a decision to be reviewed by an independent area. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> <li>• student misconduct;</li> <li>• refused transfer requests;</li> <li>• course progress; and</li> <li>• student enrolment cancellation.</li> </ul>
<b><i>Confirmation of Enrolment or CoE</i></b>	A document, provided electronically, that is issued by Perth Bible College to an international student when they enrol in a Perth Bible College course. This CoE must accompany their application for a student visa, submitted through DoHA.
<b><i>Course Progress</i></b>	The academic progression of students enrolled to study in Perth Bible College courses. Students are expected to maintain satisfactory results.
<b><i>DoHA</i></b>	The Department of Home Affairs, which includes responsibility for immigration matters.
<b><i>ESOS Act</i></b>	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.
<b><i>International Student</i></b>	A student studying in Australia on a student visa issued by DoHA.

<b><i>Intervention Strategy</i></b>	Action taken by Perth Bible College to assist a student who is making unsatisfactory progress in their program.
<b><i>National Code 2018</i></b>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
<b><i>PRISMS</i></b>	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.

## 5. Policy Provisions

### Principles

- 5.1 This policy details the requirements of satisfactory course progress, the monitoring of each student's course progress, and the actions required where students are at risk and/or have been deemed as achieving unsatisfactory course progress.
- 5.2 Perth Bible College is responsible for monitoring of the enrolment load of each international student to ensure they are able to complete their course within their expected duration of their CoE, as per the National Code 2018.
- 5.3 This policy includes:
  - 5.3.1 requirements for achieving satisfactory course progress;
  - 5.3.2 processes for recording and assessing course progress requirements;
  - 5.3.3 processes to identify overseas students at risk of unsatisfactory course progress;
  - 5.3.4 details of Perth Bible College's intervention strategy to assist international students at risk of unsatisfactory course progress; and
  - 5.3.5 processes for determining the point at which the international student has failed to meet satisfactory course progress.
- 5.4 Perth Bible College will provide students with information on course progress requirements and course progress assistance, including this Policy and the accompanying procedure through its website, Student Handbook, and Orientation.

## **Course Progress Requirements**

- 5.5 Satisfactory academic progress is defined as a student who has a status designation of:
  - 5.5.1 Provisional;
  - 5.5.2 Good Standing; or
  - 5.5.3 Conditional Standing.
- 5.6 Unsatisfactory academic progress is defined as a student who has a status designation of 'Course Terminated'.
- 5.7 At the end of each semester, and in accordance with this policy, the Teaching and Learning Committee shall determine the course status of each student.

### **Provisional Status**

- 5.8 A student will be considered as provisional if they have been allowed entry into the course via Provisional Entry (as outlined within the Admissions Policy and accompanying procedure).
- 5.9 A student with a Provisional status will be required to achieve satisfactory course progress by achieving Good Standing in their first semester of enrolment.

### **Good Standing Status**

- 5.10 A student will be designated the status of Good Standing where:
  - 5.10.1 the student's semester average is 50% or over and the student has passed in at least half the units attempted in that semester; or
  - 5.10.2 the student's semester average cannot be calculated by reason of lack of numerical scores and the student has passed at least half of the units attempted in that semester.

### **Conditional Standing Status**

- 5.11 A student will be designated the status of Conditional Standing where the student has failed to pass 50% or more of their enrolled units.

### **Course Terminated Status**

- 5.12 A student will be designated as Course Terminated where the student was designated Conditional Standing for the semester and has failed to pass 50% or more of their enrolled units in the following study period.

## Identifying Students 'At Risk' of Unsatisfactory Course Progress

- 5.13 A student shall be considered as 'at risk' of unsatisfactory course progress where:
- 5.13.1 the student has been absent from two classes without approval;
  - 5.13.2 the student has received a grade of between 40 and 49% for more than one assessment item;
  - 5.13.3 the student has been designated the status of Conditional Standing; or
  - 5.13.4 the student has failed to submit an assessment item within two weeks of the due date.
- 5.14 Students identified 'at risk' will be placed on an intervention strategy, as outlined below.

## Intervention Strategy Principles

- 5.15 The College office and lecturers monitor the attendance records, assessment submissions, and assessment grades to identify 'at risk' students.
- 5.16 'At risk' students will also be provided with any appropriate student support services, which may assist in their continued progression within the course.
- 5.17 Throughout the intervention strategy discussions, students have the right to be assisted and accompanied by a support person.
- 5.18 The agreed intervention strategy must be reviewed by the College office, lecturers, and Dean of Studies to ensure its continued effectiveness.
- 5.19 Students who are designated Conditional Standing will be identified at the end of each semester.
- 5.20 Where a student has been designated as Conditional Standing, a written notification of the students standing will be sent to the student, including notification of their requirement to meet with the Dean of Studies in order to implement an intervention strategy.

## Cancellation of Enrolment for Students Identified as Course Terminated

- 5.21 Where a student was identified Conditional Standing, had an intervention strategy implemented but failed more than 50% of their enrolled units of the following study period, the student will be identified as unsatisfactory course progress and will be designated Course Terminated Status.
- 5.22 Students with unsatisfactory course progress, as described in 5.21 will be issued with a Notice of Intention to Cancel Enrolment. This notice provides the student with information on how to access the Complaints and Appeals process, as per the *Student Complaints and Appeals Policy* and accompanying procedure, if they are unsatisfied with their course being terminated.
- 5.23 For international students, this Notice of Intention to Cancel Enrolment will also include notification that if the enrolment is cancelled, Perth Bible College will notify DoHA through PRISMS, as required under Section 19 of the ESOS Act 2000 and National Code 2018.
- 5.24 The cancellation of the international student's enrolment cannot take effect until the internal appeals process, if initiated, is completed unless the international student's health or wellbeing, or the wellbeing of others, is likely to be at risk. Refer to the *Student Complaints and Appeals Policy* and accompanying procedure.
- 5.25 Cancellation of enrolments for international students will be recorded on PRISMS to notify DoHA of the change to their study, as required under Section 19 of the ESOS Act 2000.
- 5.26 The cancellation of enrolments for domestic students will be recorded in the student management system.
- 5.27 Where a student's course has been terminated, they will not be eligible to seek re-enrolment in the course for a period of one academic year from the date of exclusion, unless subsequent re-enrolment is approved by the Teaching and Learning Committee on the recommendation of their Faculty Advisor.
- 5.28 Where a student returns to the course after termination, their status shall be that of and be recorded as Conditional Standing.

## **Incomplete Units**

- 5.29 All students who receive a grade of IC (incomplete) on their semester transcript will be referred to this policy and the accompanying procedure documents outlining their requirements to complete the unit.

## **Recording of Incomplete Grades**

- 5.30 All students who have received a grade of IC will be recorded at the end of semester in the Incomplete Units table.
- 5.31 All units which have not been completed or deferred by the end of week three of the following semester will be graded as N (fail).

## **Monitoring the Course Duration of International Students**

- 5.32 International students' enrolment will be monitored by Perth Bible College to ensure that the student is in a position to complete the course within the expected duration, specified on the student's CoE and student visa.
- 5.33 Standard 9 of the National Code 2018 requires registered providers:
- 5.33.1 to monitor the enrolment load of students at all times to ensure programme completion within the duration specified on their Confirmation of Enrolment (COE);
  - 5.33.2 ensure students do not exceed the allowable portion of online or distance learning; and
  - 5.33.3 only extend the duration of study through the issuing of an extended or deferred COE in limited circumstances.

## **Monitoring International Student's Enrolment Load**

International Students are required to complete their studies within the timeframe indicated in their Offer Letter and Confirmation of Enrolment (CoE), which is recorded in the student management system. Perth Bible College will endeavour to ensure all students are given the opportunity to complete their studies within this timeframe. Students will be allocated an enrolment load (list of units to be completed), which is consistent with the expected duration of the qualification being studied, as per the CRICOS registered duration for the related course.

## 6. Policy Information

<b>Date first approved:</b> 29/06/2009	<b>Date of effect:</b> 01/01/2020	<b>Date last amended:</b> 22/11/2019	<b>Date of next review:</b> Nov 2022
<b>Approved by</b>		Academic Council	
<b>Authorised Officer</b>		Dean of Academics and Research	
<b>Supporting documents, procedures &amp; forms of this policy</b>		<i>Student Course Progress Procedure</i>	
<b>Related Legislation and Codes of Practice</b>		<u>Higher Education Standards Framework 2015, Part A: Standard 1.3</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> <u>National Code 2018, Standard 8 &amp; 9</u>	
<b>Audience</b>		Public	

## 7. Version History

Review Table			
Date	<b>Review Type</b> <ul style="list-style-type: none"> <li>Scheduled</li> <li>Policy amendment</li> <li>Admin update</li> </ul>	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
14/10/10	Policy amendment	Addition of 1.1.4, 2.2, 2.3, new section 9 Reworked section 8.	Adam Niven David Smith
27/10/10	Policy amendment	5.1.5 updated	Adam Niven David Smith
16/11/12	Policy amendment	Section 3 updated to align with P02.	Adam Niven
01/05/2013	Policy amendment	1.1.5 added. Section 10 updated as Office tracks 'at risk' conditions.	Adam Niven
18/12/14	Scheduled	Conditional and Course Terminated rules revised for clarity. FB replaced by T&LC.	Adam Niven
03/11/16	Scheduled	Removal of 40% requirement	Peter Elliott
15/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant