

Unsatisfactory Course Progress

The Institute monitors students' academic progress throughout their course and provides early intervention and support where a student is at risk of not progressing satisfactorily.

Where unsatisfactory course progress is identified, the Institute will work with the student to understand the circumstances affecting their studies and implement appropriate support strategies. Exclusion from a course will only be considered after intervention strategies have been implemented and reasonable efforts have been made to support the student.

What is Unsatisfactory Course Progress?

A student is considered to be making unsatisfactory course progress where they:

- › fail 50% or more of the subjects/units attempted in a study period;
- › fail the same subject/unit for a second time;
- › fail a Work Integrated Learning (WIL) component of their course;
- › fail to comply with conditions contained in an established Individual Learning Plan (ILP);
- › exceed the maximum time permitted to complete their course;
- › if a domestic student using FEE-HELP, fail to meet applicable course achievement requirements; or
- › if an international student, fail to meet applicable course progress requirements.

How Course Progress is Monitored

Student results are reviewed by the Examiners Committee following completion of grading for each study period.

The academic progress of international students is also reviewed by the International Student Program Leader and International Student Support Officer to ensure applicable international student course progress requirements are met.

Students Identified as At Risk

Where a student is identified as being at risk of unsatisfactory course progress, the Program Leader will contact the student to arrange an intervention discussion.

The student will meet with the Program Leader and either an Academic Coach, for domestic students, or the International Student Liaison Officer, for international students. This provides an opportunity to discuss the student's academic progress, the circumstances affecting their studies and the support that may assist them to improve their progress.

An Individual Learning Plan (ILP) will then be developed with the student. Depending on individual circumstances, support and intervention strategies may include:

- › learning support for areas such as time management, study skills, exam preparation and essay writing;
- › study sessions with subject specialists;

- › regular check-ins with a Lecturer;
- › activities to support engagement with subject learning materials;
- › agreed tasks and timeframes to prepare for assessment;
- › counselling or other support for personal circumstances affecting study;
- › reviewing whether the student's course selection remains appropriate;
- › an approved reduced study load; and
- › reasonable adjustments where the student has a disability.

Individual Learning Plans

As a condition of ongoing enrolment, a student placed on an ILP is required to sign the plan. The ILP sets out the student's obligations and the Institute's responsibilities in working together to improve academic progress.

The Academic Coach or International Student Liaison Officer will follow up with the student and monitor progress against the ILP. The plan may be updated where necessary, and any specific conditions will be monitored until the student is successfully engaging and progressing in their studies.

Where a student is identified as likely to fail 50% or more of their subjects in a study period, the Institute's intervention strategy will be implemented within the first four weeks of the following study period, or sooner where possible.

Work Integrated Learning Placements

The Examiners Committee may recommend that a student not be permitted to undertake a WIL placement where the student is not making satisfactory progress in subjects related to the duties to be performed during the placement.

Exclusion for Unsatisfactory Course Progress

A student may be excluded from their course where they continue to make unsatisfactory academic progress. A student who is excluded is not permitted to enrol in subjects/units forming part of that course.

The Examiners Committee may recommend exclusion where:

- › the student has made unsatisfactory course progress in two consecutive study periods; and
- › intervention strategies were implemented following unsatisfactory progress in the first study period, but the student continued to make unsatisfactory progress at the end of the second consecutive study period.

Students have the right to appeal a decision to exclude them from their course through the Institute's internal and external complaints and appeals processes.