

Academic Course Progress Policy (Domestic and International Non-Student Visa holders)

POLICY PURPOSE

This policy sets out the principles and supporting practices that ensure students enrolled in UTS Insearch Academic courses must demonstrate that they are progressing in their course.

SCOPE

This policy applies to all:

- domestic students; and
- international students holding non-student visas

who are enrolled in UTS Insearch academic courses.

This policy also applies to all Staff and Affiliates involved in the management and reporting of UTS Insearch students' academic progress.

This policy **does not** apply to UTS Insearch international students who are on current student visas.

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

Principle	Responsible
ACADEMIC PROGRESS IS MONITORED AND RECORDED	
1. UTS Insearch assesses, monitors, and records students' progress throughout each study period and academic results on completion of each subject and at the end of each study period.	
2. UTS Insearch monitors the progress of students at all times, to ensure students are in a position to complete the course in the time as specified in their offer letter.	Study Success Advisers/ Teachers
3. Students who do not make Satisfactory Academic Course Progress over two consecutive semesters may be excluded from UTS Insearch.	Students
4. Students are expected to monitor their own progress throughout their studies.	

Principle	Responsible
IDENTIFY STUDENTS AT RISK OF UNSATISFACTORY PROGRESS	
<p>Appropriate information will be made available to students identified as at risk of not achieving Satisfactory Academic Course Progress.</p> <ol style="list-style-type: none"> 1. Students are sent an Academic Course Progress Policy (Domestic and International Non-Student visa holders) reminder letter as soon as it is identified that they are 'at risk' of not achieving Satisfactory Academic Course Progress. 2. Students are sent an Academic Course Progress Policy (Domestic) warning letter when they are deemed at 'high risk' of not achieving Satisfactory Academic Course Progress. 	<p>Education Compliance Officer</p>
STUDENT SUPPORT	
<p>UTS Insearch provides Individual Education Access and Inclusion Plans for students who are eligible for reasonable adjustments under the Education and Access Inclusion Policy.</p> <p>Learning and other support will be made available to students at risk of not achieving Satisfactory Academic Course Progress:</p> <ol style="list-style-type: none"> 1. Intervention strategies are implemented once a student is identified as being 'at risk' of not achieving Satisfactory Academic Course Progress and are tailored to meet each student's individual needs. 2. Early identification of students 'at risk' occurs in the first five weeks of each study period. 3. Teachers and Study Success Advisers work with 'at risk' students to implement appropriate intervention strategies. 4. Students who are identified as being 'at high risk' will also be placed on an Academic Success Program for the subsequent study period and will be required to meet the conditions as set out in the Academic Success Agreement to improve their academic performance and progress. 5. Students are provided with equivalent opportunities for successful academic course progress, irrespective of their backgrounds. 	<p>Study Success Advisers/ Teachers</p> <p>Students</p>

COUNSEL TO WITHDRAW	
<p>1. Students who are identified as having Unsatisfactory Academic Course Progress will be issued with a Counsel to Withdraw Letter. This letter will state outlining that students who wish to appeal they have 20 working days to access UTS Insearch's Student Complaints and Appeals Policy.</p> <p>Student enrolment will be maintained during the appeals process.</p>	<p>Education Compliance Officer/SSCR</p>

DEFINITIONS

Academic Success Agreement	An Academic Success Agreement is made between a 'high risk' student and their Study Success Adviser and details specific performance improvement conditions and initiatives which a student must meet. See "at high risk".
Academic Success Program	An Academic Success Program is an agreed plan of intervention strategies put in place by a Study Success Adviser to help improve an 'at high risk' student's academic performance.
Academic Student	Student enrolled in any postsecondary award and non-award courses offered by UTS Insearch including the UTS Foundation Studies program.
Affiliates	Insearch Limited Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS Insearch to perform work or functions for UTS Insearch.
'at risk'	Students who fail an assessment in any given study period are deemed to be at risk of not meeting UTS Insearch academic course progression requirements.
'at high risk'	Students who fail over 50% of their subjects in any study period, or students who fail any subject for a second time, are deemed to be at high risk of not meeting UTS Insearch academic course progression requirements.

Compassionate or compelling circumstances	<p>'Compassionate or compelling circumstances' are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury, where a medical certificate states that the student was unable to attend classes; • bereavement of close family members such as parents or grandparents; • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; • a traumatic experience which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports); or • Any other circumstance would require evidence to be considered as compassionate or compelling.
Counsel to Withdraw	In the context of this policy the notice of UTS Insearch's Intention to withdraw a domestic student for not achieving Satisfactory Academic Course Progress
Course	The accredited study plan to which a student has been admitted and enrolled. In this document course refers to a postsecondary award course or Non award course offered at UTS Insearch
Domestic Students	Students who are Australian Citizens, Australian Permanent Residents, New Zealand Citizens or persons who are entitled to stay in Australia, or to enter and stay in Australia, without limitation as to time.
Individual Education Access and Inclusion Plan	<p>A formal document prepared by UTS Insearch to:</p> <p>record its decisions on the reasonable adjustments that are appropriate to meet an individual student's access and inclusion requirements, and</p> <p>make an agreement with the student that it will provide these adjustments.</p>
Intervention Strategy	The process of identifying and supporting students who, because of poor performance, are identified as being at risk of failing to make Satisfactory Academic Course Progress.

Medical Certificate	A certificate issued by a registered medical provider such as hospitals, doctors, dentists (Emergency appointments only), psychiatrists and psychologists. UTS Insearch does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc. The medical certificate must be original and must state the provider number. Medical certificates bought online are not acceptable.
Program	Is the structure, sequencing of subjects and duration for a course for example a standard program or an accelerated program. See also “Course”
Satisfactory Academic Course Progress	Satisfactory advancement within a course towards its completion, as demonstrated by satisfactory participation in and completion of formal assessment components scheduled throughout the course. The opposite of “Unsatisfactory Academic Course Progress” (see below).
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS Insearch.
SSCR	The Student Sponsorship, Compliance and Reporting team.
Study Success Adviser	Study Success Advisers are responsible for liaising with teaching staff to identify students at risk, offering learning support and other relevant support to students.
Study Period	One semester in a course.
Teacher	Includes any class teacher, academic tutor, or lecturer.
Unsatisfactory Academic Course Progress	Unsatisfactory academic course progress is defined by: a) Failing 50% or more of subjects over two consecutive study periods; b) Failing a subject more than twice; c) When a student has more than five subject fail results on their entire academic record.
UTS Insearch	Insearch Ltd.
UTS Insearch Academic courses	Postsecondary award and non-award courses offered by UTS Insearch including the UTS Foundation Studies program

SUPPORTING DOCUMENTS

- Academic Course Progress Procedure (Domestic)
- Education Access and Inclusion Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Academic Course Progress Policy (Domestic) Reminder letter
- Academic Course Progress Policy (Domestic) Warning Letter
- Counsel to Withdraw letter
- Higher Education Standards Framework (Threshold Standards) 2015

ADMIN USE ONLY

APPROVAL	
Signature:	
Name: Tim Laurence,	Dean of Studies Date: 14 January 2020
Procedure Title	Academic Course Progress Policy (Domestic and International Non Student Visa Holders)
Executive Manager	Dean of Studies Associate Dean of Studies
Procedure ID	PO/EDUC/04/20
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