

Academic Course Progress Policy (International)

POLICY PURPOSE

This policy sets out the principles and supporting practices that UTS Insearch follows to ensure we meet the Standard 8 of The National Code 2018; whereby UTS Insearch must monitor students' academic progress, implement intervention strategies to assist students at risk of failing to meet course progress requirements and report International students who do not achieve satisfactory academic progress to the Department of Home Affairs.

SCOPE

This policy applies to:

All students on student visas, enrolled in UTS Insearch academic courses (including the UTS Foundation Studies programs, which are offered by UTS Insearch on behalf of UTS, and Diploma programs offered by UTS Insearch.)

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

This policy **does not** apply to UTS Insearch domestic students, or students on other types of non-student visas (e.g. a tourist or working holiday visa).

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

| Principle | Responsible |
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| Academic Progress is monitored and recorded | |
| <ol style="list-style-type: none"> 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 to ensure at all times students are in a position to complete the course in the time as specified on their e-CoE. 3. Students are expected to monitor their own progress throughout their studies | <p>Study Success Advisers/ Teachers/ Students</p> |

| Principle | Responsible |
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| Principle | Responsible |
| <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 (International) 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 (International) warning letter when they are deemed at 'high risk' of not achieving satisfactory academic progress. | <p>Education Compliance Officer</p> |
| Principle | Responsible |
| <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 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 following study period and will be required to meet the conditions as set out in the Academic Success Agreement to improve their academic performance. | <p>Study Success Advisers/ Teachers/ Students</p> |

| COMPLIANCE | |
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| <p>REPORTING TO THE DEPARTMENT OF HOME AFFAIRS</p> <ol style="list-style-type: none"> 1. Students who are identified as having unsatisfactory academic progress will be issued with an Intention to Report Letter outlining that they have 20 working days to access UTS Insearch's Student Complaints and Appeals policy. 2. Student enrolment will be maintained during the appeals process. | <p>Education Compliance Officer/SSCR</p> |

Officer

DEFINITIONS

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| 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 UTS Foundation Studies program, offered by UTS Insearch on behalf of UTS, or Diploma program offered by UTS Insearch. |
| Access and Inclusion Register | A list compiled and maintained by Study Success Advisers with information about students who are eligible for reasonable adjustments under the Education and Access Inclusion Policy |
| '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. |

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| 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. |
| Course | The term "course" is used throughout this document to refer to UTS Foundation Studies programs and UTS Insearch Diploma courses. |
| Department of Education | Australian Government Department of Education |
| 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. |
| e-CoE | Electronic Confirmation of Enrolment (e-CoE) - A document provided electronically, which is issued by UTS Insearch to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in a particular program. |
| ESOS | The Education Services for Overseas Students Act 2000 (ESOS Act) |
| ESOS Framework | The Education Services for Overseas Students Act 2000 (ESOS Act) and associated legislative instruments form the 'ESOS Framework'. |
| Individual Education Access and Inclusion Plan | <p>A formal document prepared by UTS Insearch to:</p> <ul style="list-style-type: none"> ▪ record its decisions on the reasonable adjustments that are appropriate to meet an individual student's access and inclusion requirements, and ▪ constitute an agreement with the student that it will provide these adjustments |
| Intention to Report (ITR) | In the context of this policy the notice of UTS Insearch's Intention to Report an international student to the Department of Home Affairs for not achieving satisfactory academic progress, which is in breach of student visa conditions. |
| 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 progress. |

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| 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. |
| National Code | National Code of Practice for Providers of Education and Training to Overseas Students 2018, a legislative instrument under the ESOS Act. |
| Program | See "Course". |
| Satisfactory Academic Progress / Satisfactory 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. See "Unsatisfactory Academic Progress / Unsatisfactory Course Progress". |
| 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. |
| Student | In this policy student refers to overseas students on a current student visa who are enrolled in UTS Insearch academic programs |
| Study Period | One semester in a Diploma or UTS Foundation Studies course. |
| Teacher | Includes any class teacher, academic tutor, or lecturer. |
| Unsatisfactory Academic Progress / Unsatisfactory Course Progress | Unsatisfactory academic progress is defined by: <ul style="list-style-type: none"> a) Failing fifty per cent (50%) or more of subjects over two consecutive study periods; b) Failing a subject more than twice; c) Having more than five (5) subject fail results on their entire academic record. |
| UTS Insearch | Insearch Ltd. |
| UTS Insearch Academic courses | UTS Foundation Studies programs, which are offered by UTS Insearch on behalf of UTS, and UTS Insearch Diploma programs. |

SUPPORTING DOCUMENTS

- Education Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Academic Course Progress Procedure (International)
- Education Access and Inclusion Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Academic Course Progress Policy (International) Reminder letter
- Academic Course Progress Policy (International) Warning Letter
- Intention to Report (ITR) letter

ADMIN USE ONLY

| APPROVAL | | |
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| Signature: | | |
| Position title: | Managing Director | Date: 14 January 2020 |
| Policy Title | Academic Course Progress Policy (International) | |
| Executive | Dean of Studies | |
| Manager | Associate Dean of Studies | |
| Policy ID | PO/EDUC/05/18a | |
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| Approved by | Academic Board | Date 5 September 2018 |