

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

1. PURPOSE

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

2. SCOPE

This policy applies to:

- 2.1 **All domestic students and international students holding non-student visas** who are enrolled in academic courses offered by UTS College and its Transnational Partners at offshore campuses where applicable.
- 2.2 **All Staff and Affiliates** involved in the management and reporting of UTS College students' academic progress.
- 2.3 This policy does **not** apply to UTS College international students who are on student visas.

3. POLICY PRINCIPLES

- 3.1 UTS College and its Transnational Partners support students to meet satisfactory academic course progress by:
 - a) Informing students and providing them with access the academic course progress policy and procedure.
 - b) Informing students of the available support services and ensuring they have access to appropriate services timely.
 - c) Requesting students to monitor their own study progress and actively seek support when needed.
 - d) Informing students as soon as they are identified as at risk of not meeting satisfactory academic course progress requirements.
 - e) Monitoring students' progress and providing intervention strategies to support students to successfully complete their studies.
 - f) Informing students of the consequences of not maintaining satisfactory academic course progress requirements after intervention.

4. POLICY STATEMENTS

4.1 Academic Progress is Monitored and Recorded

- a) UTS College 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.
- b) UTS College monitors the progress of students at all times, to ensure students can complete the course in the time as specified in their offer letter.
- c) Students who do not make Satisfactory Academic Course Progress over two consecutive semesters may be excluded from UTS College.
- d) Students are expected to monitor their own progress throughout their studies.

4.2 Identify Students at Risk of Unsatisfactory Academic Course Progress

- a) Appropriate information will be made available to students identified as at risk of not achieving Satisfactory Academic Course Progress.
- b) Students are sent a Reminder – Satisfactory Academic Progress Requirements letter as soon as it is identified that they are 'at risk' of not achieving Satisfactory Academic Course Progress.
- c) Students are sent a Warning – High Risk of Unsatisfactory Academic Progress letter when they are deemed at 'high risk' of not achieving Satisfactory Academic Course Progress.

4.3 Student Support

- a) UTS College provides academic and non-academic support to all students per Support for Students Policy. Learning and other support will be made available to students at risk of not achieving Satisfactory Academic Course Progress:
- b) 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.

4.4 Intervention strategies may include but are not limited to:

- a) Regular meetings with teachers / Student Success Advisers for study assistance
- b) Support with implementing effective study strategies and time management skills

- c) Granting of Special Consideration in circumstances of serious illness or misadventure, which has affected the student's ability to submit or sit for assessments.
 - d) Adding to the Access Inclusion register and developing of Individual Access and Inclusion Plan if student's needs comply with Access Equity Policy
 - e) Accessing learning support at UTS College
 - f) Reducing course load (if before census date academic students can be advised to drop subjects)
 - g) Accessing counselling support
 - h) Referring to any other support services when required.
 - i) A combination of the above
- 4.5 Early identification of students 'at risk' occurs in the first four weeks of each study period.
- 4.6 Teachers and Student Success Advisers work with 'at risk' students to implement appropriate intervention strategies.
- 4.7 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.
- 4.8 Students are provided with equivalent opportunities for successful academic course progress, irrespective of their backgrounds.
- 4.9 Intention to Exclude (ITE)
- a) Students who are identified as having unsatisfactory academic course progress will be issued with an Intention to Exclude Letter outlining that they have 20 working days from the date the letter was sent to access UTS College's Student Complaints and Appeals Policy
 - b) Students who are not accessing the appeal process or are unsuccessful with the appeal will be excluded from UTS College.
 - c) Students who are excluded are not permitted to re-enrol in any UTS College course for 2 years.

5. RESPONSIBILITIES

5.1 UTS College Staff, Students and Affiliates

- a) All staff, students and affiliates are responsible for familiarising themselves and complying with the Academic Course Progress policy and other UTS College related documents

5.2 Academic Board

- a) Setting and approving the Academic Course Progress policy to ensure they are in line with the government legislation requirements.
- b) Monitoring the implementation of admissions standards and requirements relative to student performance metrics and agreed benchmarks.

5.3 Student Support Manager and Program Managers

- a) Monitoring the implementation of the Academic course progress policy
- b) Conducting risk assessments appropriate to the policy purpose and implementation

5.4 Student Success Advisers, HELPS Advisers, and Academic Coordinators

- a) Monitoring student progress, implementing intervention strategies and providing support services

5.5 Student Compliance Officers

- a) Implementing reporting, exclusion process and appeals process

6. RELATED DOCUMENTS

UTS College Policies and Procedures

- Academic Course Progress Procedure (Domestic and International Non-Student Visa Holders)
- [Access and Equity Policy](#)
- [Education Access and Inclusion Reasonable Adjustment Procedure](#)
- [Special Consideration Procedure](#)
- [Special Exam Request Procedure](#)

- [Support for Students Policy](#)
- [Student Complaints and Appeals Policy](#)
- [Student Complaints and Appeals \(Academic\) Procedure](#)
- [Student Complaints and Appeals \(Non academic\) Procedure](#)

Legislation

- Higher Education Support Act 2003 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011 (Cth)
- Australian Qualifications Framework

DEFINITIONS

Academic Success Agreement	An Academic Success Agreement is made between a 'high risk' student and their Student 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 Student Success Adviser to help improve an 'at high risk' student's academic performance.
Academic Student	A student enrolled in any UTS Foundation Studies program, offered by UTS College on behalf of UTS, Diploma or Pre-Master's program offered by UTS College.
'At Risk'	Students who fail an assessment in any given study period are deemed to be at risk of not meeting UTS College 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 College academic course progression requirements.
Compassionate or Compelling Circumstances	'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:

	<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 College courses.
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.
Exclusion	Students who are excluded are not permitted to enrol in any UTS College course for 2 years.
Intention to Exclude (ITE)	In the context of this policy the notice of UTS College's Intention to Exclude a domestic or international non-student visa holder student for not achieving satisfactory academic progress.
Individual Access and Inclusion Plan	<p>A formal document prepared by UTS College 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.
Intervention Strategy	<p>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.</p> <p>Intervention strategies may include but are not limited to:</p> <ul style="list-style-type: none"> Regular meetings with teachers / Student Success Advisers for study assistance Support with implementing effective study strategies and time management skills

	<ul style="list-style-type: none"> • Granting of Special Consideration in circumstances of serious illness or misadventure, which has affected the student's ability to submit or sit for assessments. • Adding to the Access Inclusion register and developing of Individual Access and Inclusion Plan if student's needs comply with Education Access Inclusion policy • Accessing learning support at UTS College • Reducing course load (if before census date academic students can be advised to drop subjects) • Accessing counselling support • Referring to any other support services if and when required. • A combination of the above.
Medical Certificate	A certificate issued by a registered medical provider such as hospitals, doctors, dentists (Emergency appointments only), psychiatrists and psychologists. UTS College 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	See "Course".
Special consideration	The term used when a student who is experiencing (or anticipates that he or she will experience) significant difficulty in meeting assessment requirements due to serious illness or psychological condition, loss or bereavement, hardship or trauma. To have these factors considered in the determination of variation to assessment requirements or other special arrangements for learning and assessment.
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. 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 College.
Student Success Adviser	Student 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 Diploma or UTS Foundation Studies course. 12 teaching weeks.
Support Person	Friend or relative.
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"> • Failing fifty per cent (50%) or more of subjects over two consecutive study periods; or • Failing a subject more than twice; or • Having more than five (5) fail results on their entire academic record.
UTS College	UTS College Limited, its representative offices and its controlled entities.
UTS College Academic Courses	All UTS Foundation Studies programs, which are offered by UTS College on behalf of UTS, and UTS College Diploma and Pre-Master's programs.

APPROVAL		
Policy Title	Academic Course Progress Policy (Domestic and International Non-Student Visa Holders)	
Policy ID	PO/EDUC/19/24	
Policy Category	Academic	
Policy Audience	Staff, Students, Affiliates	
Policy Owner	Student Support Manager	
Endorsed by	Academic Standards Committee	Date: 24 October 2024
Approved by	Academic Board	Date: 7 November 2024
Next Review Date	6 November 2027	

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0		January 2020	
1.1	Student Support Manager	Updated the scope of the policy. Listed detailed intervention strategy. Changed Counsel to Withdraw (CTW) to Intention to Exclude (ITE) Changed Study Success Adviser to Student Success Adviser.	7 July 2023
1.2	Student Support Manager	Added policy principles Added reference to the Support for Students policy Updated policy template	17 October 2024