

Academic Course Progress Policy (International)

POLICY PURPOSE

This policy sets out the principles and supporting practices that UTS College follows to ensure we meet the Standard 8 of The National Code 2018; whereby UTS College 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 College academic courses (including the UTS Foundation Studies program, which are offered by UTS College on behalf of UTS, Cambridge International AS and A Levels Program, the Diploma and Graduate Certificate courses offered by UTS College).

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

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

Principle
Academic progress is monitored and recorded
<ol style="list-style-type: none"> 1. 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. 2. UTS College monitors the progress of students to always ensure that students can complete the course in the time specified on their CoE. 3. Students are expected to monitor their own progress throughout their studies.
Principle
Identify students at risk of unsatisfactory academic course progress
<ol style="list-style-type: none"> 4. 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. 5. Students are sent an Academic Course Progress Policy (International) warning letter when they are deemed at 'high risk' of not achieving satisfactory academic progress.
Student Support

6. UTS College provides Individual Education Access and Inclusion Plans for students who are eligible for reasonable adjustments under the Education and Access Equity Policy.
7. Learning support and other forms of support will be made available to students at risk of not achieving satisfactory academic course progress.
8. 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.

Intervention strategies may include but are not limited to:

- Regular meetings with teachers / Student Success Advisers for study assistance
 - Support with implementing effective study strategies and time management skills
 - 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
9. Early identification of students at risk occurs in the first four weeks of each study period.
 10. Teachers and Student Success Advisers work with at risk students to implement appropriate intervention strategies.
 11. 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.
 12. Students are provided with equivalent opportunities for successful academic course progress, irrespective of their backgrounds.

Compliance

<p>Extending duration of course</p> <p>13. UTS College will only extend the duration of enrolment in a course</p> <ul style="list-style-type: none"> • Under Compassionate or Compelling Circumstances, when it is clear the student will not be able to complete by the end date of the CoE. • Where Intervention strategies have been implemented for students at risk of not completing satisfactory Course progress. • Where there is an approved deferment or suspension of study. <p>14. UTS College will provide relevant documentation to the student should an extension be granted. Students will be advised to contact the Department of Home Affairs to seek advice on potential impacts on their visa, including the need to obtain a new visa.</p> <p>Reporting to the Department of Home Affairs</p> <p>15. 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 College’s Student Complaints and Appeals policy.</p> <p>16. Students who are not accessing the appeal process or are unsuccessful with the appeal will be reported to the Department of Home Affairs.</p> <p>17. Once a student is reported, the student will be excluded from UTS College. Students who are excluded are not permitted to re-enrol in any UTS College course for 2 years.</p>	
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DEFINITIONS

Academic course	Includes UTS Foundation Studies, Cambridge International AS and A Levels Program, UTS College Diplomas and Graduate Certificate courses
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	Student enrolled in the UTS Foundation Studies program, offered by UTS College on behalf of UTS, Cambridge International AS and A Levels Program, Diploma and Graduate Certificate courses 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. For Cambridge International AS and A Levels Program, students who scored a grade with E or U with an assessment in any given study period except the summer semester 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. For Cambridge International AS and A Levels Program, students who scored a final grade with E or U for over 50% of their subjects in any given study period except the summer semester are deemed to be at high risk of not meeting UTS College academic course progression requirements.
CoE	Confirmation of Enrolment (CoE) - A document provided electronically, which is issued by UTS College 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.
Compassionate or compelling circumstances	'Compassionate or compelling circumstances' are those beyond the control of the student that 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; or • bereavement of close family members such as parents or grandparents; or • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or • 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, Cambridge International AS and A Levels Program, UTS College Diploma and Graduate Certificate 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.
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'.

Excluded/Exclusion	Students who are excluded are not permitted to enrol in any UTS College course for 2 years.
Individual Education Access and Inclusion Plan	A formal document prepared by UTS College to: <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 College'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.
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.
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."
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.
Student	In this policy student refers to overseas students on a current student visa who are enrolled in UTS College academic programs
Study Period	One semester in a Graduate Certificate, Diploma, UTS Foundation Studies or Cambridge International AS and A Levels Program
Summer Semester	4 weeks teaching period at the beginning of the year for Cambridge International AS and A Levels Program
Teacher	Includes any class teacher, an academic coordinator or tutor
Unsatisfactory Academic Progress/ Unsatisfactory	Unsatisfactory academic progress is defined by:

Course Progress	<p>a) Failing fifty per cent (50%) or more of subjects over two consecutive study periods; or</p> <p>b) Failing a subject more than twice; or</p> <p>c) Having more than five (5) subject fail results on their entire academic record.</p> <p>Unsatisfactory academic progress for Cambridge International AS and A Levels Program is defined by:</p> <p>a) Receiving a final grade with E or U for fifty percent (50%) or more of subjects over two consecutive study periods; or</p> <p>b) Having more than five (5) subjects with E or U grades on their entire academic record.</p>
UTS College	UTS College Limited, its representative offices and its controlled entities.
UTS College Academic courses	See “Course”

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 Equity Policy
- Education Access and Inclusion Reasonable Adjustment Procedure
- Special Consideration Procedure
- 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		
Position title:	Chair of the Academic Board	Date: 6 May 2024
Policy Title	Academic Course Progress Policy (International)	
Executive	Dean	
Manager	Student Services Manager	
Policy ID	PO/EDUC/10/24	
Effective Date	6 May 2024	
Approved by	Academic Board	Date 6 May 2024

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	Zoe Wang	<ul style="list-style-type: none"> Updated the scope of the policy. Listed detailed intervention strategy. Added to the definition of unsatisfactory academic progress. Added exclusion period for reported ITR students. Changed Study Success Adviser to Student Success Adviser. 	7 July 2023
1.1	Zoe Wang	<ul style="list-style-type: none"> Updated the scope of the policy to include Cambridge program Listed detailed intervention strategy in policy body Updated relevant definitions to reflect Cambridge program Added extending duration of course clause to meet compliance requirement to replace “completion within expected duration policy” 	19 March 2024