Monitor Academic Progress – Procedures

Policy Category	Academic		
Document Owner	Head of Operations and Compliance		
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Related Documents	*Academic Progression Policy* *Assessment Policy* *Enrolment Policy* *Examinations Procedure* *Graduation and Certification Policy* *National Code Compliance* *Program Development Policy* *Program Development Procedure* *Student Support Framework* *Students at Risk Policy* *Students at Risk Procedure*		
Version	**Authorised by**	**Approved**	**Effective Date**
1.0	Academic Board	5/09/2023	18/09/2023

1. Purpose of the procedures

1.1 These procedures provide the steps involved in operationalising the Academic Progression Policy.

1.2 The primary goal of the procedures is to provide students who are at risk of or are not maintaining satisfactory academic progress with knowledge of and access to appropriate learning and other specified support and resources that are available to assist them improve their academic performance.

1.3 These procedures also specify the actions that the Institute will undertake and students should undertake when a student's academic progress shows cause for concern or indicates they are at risk of, or are making unsatisfactory academic progress.

2. Scope and application

2.1 These procedures apply to all students enrolled in coursework programs of the Institute.

2.2 These procedures should be read in conjunction with the Academic Progression Policy.

3. Definitions

Exclusion means a student's enrolment in a program at the Institute is terminated, usually for a period of 12 months.

First year student means an undergraduate student who has completed eight subjects or less.

Satisfactory academic progress

To maintain satisfactory academic progression, a student needs to meet the following minimum academic achievement in each trimester:

- achieve at least a pass grade in 50% of enrolled study load, including units withdrawn or discontinued;
- pass any compulsory program requirements as stipulated by the program rules;
- if repeating a failed subject, at least a pass grade is achieved in the second attempt; and

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- maintain sufficient progress to enable completion of all program requirements within the maximum duration of 8 years (domestic students) or within the *Confirmation of Enrolment* (CoE) (international students)
- A Program Outline approved by Academic Board may require students to meet other criteria to demonstrate satisfactory academic progress specific to that program, such as criteria related to professional standards for accreditation.

Unsatisfactory Academic Progress means a student:

1. has failed more than 50% of the enrolled study load in a trimester; and/or
2. the student has failed the same subject two or more times.

4. MAP Stage 1 - Early intervention

4.1 Purpose

4.1.1 The purpose of MAP Stage 1 is to identify students who may need access to support or services to improve their academic performance, as early as possible in their academic career.

4.1.2 The specified support and intervention activities will vary according to:

(a) the needs of individual students;

(b) whether the student is in their first year of study or more advanced in their academic career;

(c) whether the student is on an international student visa; and

(d) the nature of the program delivery format or location.

4.2 MAP Stage 1 - Criteria

4.2.1 Following the release of results at the end of term, the Academic Team will notify students who meet the following criteria:

(a) the student has failed at least one subject;

(b) the student does not meet the criteria for MAP 2 or MAP 3.

4.2.2 Students may be identified more than once under MAP Stage 1.

4.2.3 A record of any MAP Stage 1 communication to a student will be noted on the Student Management System but will not appear on their academic transcript.

5. MAP Stage 2 – Monitored enrolment status

5.1 Purpose

5.1.1 The purpose of MAP Stage 2 is to identify students who will be placed on monitored enrolment, because they are at risk of making unsatisfactory academic progress. Students on monitored enrolment will be required to develop an individual **Academic Improvement Plan (AIP)** which may have specific

conditions. Students on monitored enrolment may also be advised to meet with a nominated member of staff to discuss their AIP.

5.1.2 Activities which may form part of the AIP and students may be advised to undertake whilst on monitored enrolment could include, but are not limited to:

(a) participating in an academic skills programs;

(b) participating in an additional tutorial or study group;

(c) participating in individual case management;

(d) discussing the development of a Learning Access Plan with Disability Services;

(e) attending counselling;

(f) receiving assistance with personal issues which are influencing progress;

(g) participating in a peer mentoring program;

(h) receiving program or career advice;

(i) a reduction in subject load; and

(j) withdraw from program.

5.1.3 If requested, students are required to discuss their Academic Improvement Plan with a nominated Academic Team staff member before week 5 of the subsequent Term.

5.1.4 Where an Academic Improvement Plan has specific conditions; these conditions will be recorded to allow students to demonstrate they have met the conditions during their period of monitored enrolment.

5.2 MAP Stage 2 – Criteria

5.2.1 Following the release of results at the end of each study period, the Academic Team will notify students who meet one or more of the following criteria:

(a) the student was on MAP Stage 1 in their previous term of study and has failed more than 50% of the enrolled study load in the subsequent trimester

(b) the student has failed the same subject for a second time

5.3 In exceptional circumstances, the Academic Dean may initiate a status of MAP Stage 2 Monitored Enrolment for a student who has not been identified as meeting one or more of the criteria in Section 5.2, which does not require a grade or notation to have been recorded. This would usually be for reasons relating to the student being unable to meet criteria indicated in the published program information. In these cases, the Academic Dean should contact the Academic Team and request a student be placed on monitored enrolment status, setting out the reasons for the decision. A meeting with an appropriate member of staff will be arranged and the student will be provided with a copy of the decision.

5.4 Actions initiated by the Institute under Section 5.3 may result in an interim notation of Incomplete (I), and students will be advised as soon as possible whether it is the Institute's intention to record a failing grade or a withdrawn final notation for the relevant term. Students will be given the opportunity to seek a review of the notified intended, without needing to wait until the release of final grades.

5.5 An Academic Improvement Plan, initiated under Section 5.3, may require a student to meet specific conditions before enrolment in certain subjects can be recommended by the Academic Dean. Failure to meet these conditions may result in the student progressing to MAP Stage 3 and being considered for exclusion.

5.6 The status of monitored enrolment is noted on the Student Management System and remains in place until the student completes a satisfactory Term.

6. MAP Stage 3 – Consideration for exclusion

6.1 MAP Stage 3 – Criteria

6.1.1 Following the release of results at the end of each study period, Student Services and Engagement will notify students meeting one or more of the following criteria:

(a) the student is on monitored enrolment and has failed more than 50% of the enrolled study load in the trimester

(b) the student has failed the same course three or more times;

6.2 In exceptional circumstances, the Academic Dean may initiate a status of MAP Stage 3 for a student who has not been identified as meeting one or more of the criteria in 6.1, which does not require a grade or notation to have been recorded. This would usually be for reasons relating to the student being unable to meet criteria indicated in the published program information and assessed as being unlikely to meet same into the future. This may include inability to fulfil specific conditions agreed in the student's Academic Improvement Plan under MAP Stage 2 and/or was required but failed to meet with the nominated staff member to discuss their Academic Improvement Plan.

6.2.1 In these cases, the Academic Dean should contact the Academic Team requesting a student be considered for exclusion, setting out the reasons for the decision. The student should be provided with a copy of the decision as part of the show cause process (Section 7 below).

6.3 Actions initiated by the Institute under 6.2 may result in an interim notation of Incomplete (I), and the student will be advised as soon as possible whether it is the Institute's intention to record a failing grade or a withdrawn final notation for the relevant term of study,

6.4 The student will be given the opportunity to seek a review of the notified intended grade (*refer to the Assessment Policy*), without needing to wait until the release of final grades.

7. Show Cause

7.1 The Academic Team will notify students meeting MAP Stage 3 criteria and give them the opportunity to show cause why they should not be excluded. Students may include an application for a review of one or more of their final grades as part of their show cause response.

7.2 The Show Cause Response must be submitted by the date outlined in the email notification. The Show Cause Response should outline the reasons for the unsatisfactory performance, the actions students have taken to improve their performance, the actions students will take to improve their future performance and other relevant information.

Note: it is important to provide documentary evidence of extenuating circumstances wherever possible (eg medical certificates).

7.3 For students identified under criteria in Section 6.1, the Show Cause response will be forwarded to the Academic Dean, who will review and decide whether the student should be excluded or should be allowed to continue with their program. To ensure timely processing of Show Cause responses, the Academic Dean can delegate responsibility for consideration for exclusion to the Deputy Dean or Course Coordinator.

7.4 For students identified under Section 6.2, or in any other situation where the Academic Dean made the recommendation to exclude a student, the Show Cause response will be assessed by the whole Academic Team who will hold a meeting and review the response and determine whether the student should be excluded or should be allowed to continue with their program.

7.5 Evidence that a student has participated in recommended activities or met the specific conditions set out in their MAP Stage 2 Academic Improvement Plan, will be taken into consideration by the Academic Dean, or their nominee, when reviewing a show cause response.

7.6 If, after considering a Show Cause application the student is permitted to continue with their study, they will be given a MAP Stage 2 monitored enrolment status and will be required to meet the requirements for an AIP as set out in Section 5.1 above. In permitting a student to continue with their study the Institute may place conditions on any future enrolment.

7.7 If, after considering a Show Cause application it is determined that the student should be excluded, the student is notified by the Academic Team that they are excluded from their program for a minimum of 12 months (three terms of study) and that they have the right of appeal. The Institute may place conditions on exclusion that will need to be met prior to any future enrolment by the student.

7.8 Where no Show Cause response is received by the due date the student is notified by the Academic Team that they are excluded from their program for a minimum of 12 months (three terms of study).

7.9 In exceptional circumstances, the Academic Dean may accept late show cause responses.

7.10 In the case of international students on a student visa, the Institute is obliged to advise students that a period of exclusion for unsatisfactory academic progress will result in them being reported to the relevant Government departments for unsatisfactory progress and may result in the cancellation of their student visa, unless they can demonstrate one or more of the following:

(a) compassionate or compelling circumstances;

(b) that the Institute failed to record or calculate the grades accurately; and/or

(c) that the Institute failed to follow relevant policies and procedures.

7.11 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the 'National Code') requires that when the Institute notifies a student of its intention to report the student for not achieving satisfactory academic progress, the student must also be informed that they are able to access the Institute's 'complaints and appeals process' and have twenty (20) business days in which to do so. Responding to the show cause is deemed to be accessing this process.

8. Program transfer for an excluded student

8.1 Where the grounds for a student's exclusion consists of repeated failure of a specific unit of study or courses, a student may propose a transfer to another program, where these courses are not required, as part of their show cause submission. Alternatively, a student may make a case to move to a program in a different discipline area if this has been based upon documented career advice. It is the student's responsibility to make the case for transfer to another program or discipline as part of their show cause submission.

8.2 A show cause submission that includes a case to transfer to another program will be considered by the Academic Dean or Course Coordinator responsible for the proposed program or discipline, who will be given access to all relevant material pertaining to the original exclusion decision. Based on the evidence provided, the Academic Dean Team and/or Course Coordinator may permit the student to continue their studies in the new program.

8.3 A student who has received permission to transfer to another program will be given a MAP Stage 2 monitored enrolment status and will be required to meet the requirements for an AIP as set out in Sections 5.1 above.

9. Appeal against exclusion

9.1 A student whose Show Cause Response is declined by the Academic Dean, or nominee, and is excluded, may appeal the exclusion decision, as per the Student Complaints and Appeals Policy and related Procedures.

9.2 If an appeal is lodged, the exclusion will come into effect at the end of the appeal period or when the outcome of their appeal is determined.

9.3 The Institute will maintain a student's enrolment as active while an appeal is ongoing.

9.4 Where a student's appeal against exclusion is upheld, the student may resume their enrolment in the program from which they were excluded under the conditions determined by the Academic Dean or nominee.

9.5 Where a student's appeal against exclusion is upheld, they will be given a MAP Stage 2 monitored enrolment status and will be required to meet the requirements for an AIP as set out in Sections 5.1 above.

9.6 Where a student's appeal against exclusion is not upheld the student's enrolment in any courses will be terminated and the enrolment record and financial liability removed.

9.7 Should a student already have received a final grade for any courses undertaken whilst an appeal is being considered, the status of these grades will be determined by the Academic Dean.

10. Readmission after exclusion

10.1 A student who is excluded may apply for readmission to the program from which they were excluded, or for admission into a new program, if at least one year has elapsed since the determined date of exclusion.

10.2 Applications for readmission after exclusion must be made directly to the Institute.

10.3 In cases where conditions have been applied on a student's exclusion, the student will be required to provide evidence that demonstrates those conditions are no longer applicable and to provide evidence that demonstrates how the issues that led to the exclusion have been addressed prior to readmission.

10.4 Decisions to readmit a student following exclusion are made by the Academic Dean or nominee.

10.5 An application for readmission after exclusion, whether for continuation in the original program or transfer to a new program, will be assessed based on the equivalent admission requirements to gain entry to the program for the year of readmission.

11. Breaches

If a student or staff member is found to be in breach of this Procedure, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Institute's website.

12. References

Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 1.3.
National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 6, 8, 9.

13. Acknowledgements

In developing these Procedures, the Institute acknowledges:

- *TEQSA's Glossary of Terms*
- *TEQSA Guidance Note: Diversity and Equity*
- *TEQSA Guidance note: Staffing, learning resources and educational support*
- *UniSC Monitor Academic Progress and Exclusion Policy*
- *Study Assist website*

Document History:

Version	Date	Author	Reason	Sections
1.0	23/08/2023	Ivan Negro	Creation of the document. Operationalising the updated Academic Progress Policy following the introduction of the new Monitor Academic Progress and Exclusion process (MAPE)	All