



## Academic Progress Policy

### 1. Purpose

- 1.1 Western Sydney University International College (WSUIC) ensures that once students enrol in a course of study, their progression through to graduation will be dependent upon meeting minimum academic requirements and correctly re-enrolling.
- 1.2 The focus of the policy is on the early identification of poorly performing students, so that they may initiate steps to address that poor performance and be provided with relevant support services, including counselling and learning support. Where poor performance persists, students may face sanctions, including exclusion from WSUIC.
- 1.3 WSUIC intervention strategies provide guidance to staff and students in relation to students "At Risk" in accordance with Standard 8 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 and the conditions for the responsible institute for reporting on PRISMS.
- 1.4 Students will be advised of visa implications if they do not meet the specified academic progress requirements. Standard 9 of the National Code requires a registered provider to inform the overseas student of the need to seek advice from Immigration on the potential impact of deferral, suspension or cancellation on an overseas student's enrolment.

### 2. Scope

This policy applies to all WSUIC students.

### 3. Definitions

*"At Risk"*

Any student who meets the 'At Risk' criteria described in Section 5.

*"Conditional Enrolment for Unsatisfactory Academic Performance"*

Placement of a student on conditional enrolment limits the number of units that the student may enrol in. For full-time students, the reduced load must not exceed 20 credit points or 2 units of study, whichever is lesser, simultaneously in any session.

*"Confirmation of Enrolment" (CoE)*

A letter issued by a training provider to confirm a student's enrolment in an approved course or packaged course. This letter provides Government Departments (such as the Department of Home Affairs (Immigration)) with important information about an international student's enrolment status. The CoE must accurately reflect the course duration by specifying the course start and end dates as well as fees paid and total fees to be paid for the course. The



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International College

CoE will also indicate the student's current status, whether this be approved, visa granted or studying. CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The evidence is required before the Department of Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.

*“Exclusion for Unsatisfactory Academic Performance”*

An excluded student's enrolment is canceled and they are precluded from any re-enrolment at WSUIC during the period of exclusion, which will not exceed 12 months. At the expiration of a period of exclusion, the student does not have an automatic right of re-admission to the course or to WSUIC and must apply for re-admission. Students cannot be granted advanced standing from a previously abandoned course at the University to another current course at the University while on exclusion. Students who have been excluded may apply for re-admission to their original course of study or for admission to the course deemed by WSUIC to be equivalent after the period of exclusion has expired.

#### **4. Policy Statement**

- 4.1 WSUIC is committed to enhancing the learning experience of all students. Students at risk of failing to meet course progress requirements will be identified as early as possible in their studies. Based on the course category, *“At Risk”* students will have the opportunity to participate in an intervention strategy based on the category of course they are studying with WSUIC.
- 4.2 WSUIC will be proactive in notifying and advising students who are *“At Risk”* of failing to meet their academic progress requirements. It will implement, within sustainable margins and in line with financial and operational constraints, intervention strategies to provide support to all students.
- 4.3 WSUIC students who have unsatisfactory academic progress for a second consecutive teaching session will be excluded from their study at WSUIC for a minimum period of one teaching session.



**5. Students deemed as 'At Risk'**

- 5.1 Students are deemed "At Risk" for unsatisfactory academic progress when:
- 5.1.1 They fail more than 50% of the credit points available in one term for which they were formally enrolled on the relevant census date(s), and/or
  - 5.1.2 They fail the same unit, or equivalent unit, on two occasions, and/or
  - 5.1.3 They do not meet GPA and/or entry requirements into their WSU degree, and/or
  - 5.1.4 They pass less than 50% of the credit points attempted in any 12-month period
  - 5.1.5 WSUIC teaching staff believe the student is not performing well during a Study Term (which may be evidenced by poor performance in an early assessment item or not submitting assessment items), or has poor class attendance.
- 5.2 In cases where students conform to the circumstances described in Section 5.1, WSUIC will follow the Intervention Strategies to Identify and Support "At Risk" students described in Section 9.
- 5.3 In cases where students conform to the circumstances described in Section 5.1.4, the student will be placed on conditional enrolment for the following 12 months and must enrol for a reduced academic load during that time. The student will need to obtain an extension on their CoE from WSUIC for the additional time required to complete their course.
- 5.4 A student placed on conditional enrolment has the right of appeal as per the appeals process in Section 8.
- 5.5 If the student does not fall into any of the abovementioned criteria or the criteria described in Section 6 below (Exclusion), they have satisfied the progression rules, their academic progress is satisfactory, and they are in "good standing"

**6. Exclusion**

- 6.1 If a student has previously been on conditional enrolment, and they pass less than 50% of the credit points attempted in any 12-month period, the student will be excluded from WSUIC for two consecutive terms.
- 6.2 A student who fails the same unit or a unit deemed equivalent by WSUIC, on three separate occasions, will be excluded from study at WSUIC for a period of 2 consecutive terms. A student excluded from the study under this clause has the right of appeal as per published appeals process.



- 6.3 WSUIC has determined that students should be able to complete a coursework award within a set maximum period. Students who fail to complete will be excluded for a period of two consecutive terms. The maximum time to complete a course will be one and a half times the minimum time a full-time student would need to complete the course.
- 6.4 Students who are to be excluded will receive a personalised communication from WSUIC and their student record will indicate their status as being 'Excluded'. It is the student's responsibility to respond accordingly by contacting the relevant Course Convenor.
- 6.5 At the point of exclusion, confirmation of the length of the exclusion will be sent to the student. After reapplying for return to studies, the student will be given a return to study plan.
- 6.6 A student excluded from their study under the circumstances described in this Section (Section 6) has the right of appeal as per published appeals process.

## **7. Implications of Leave of Absence**

- 7.1 A student who has been placed on conditional enrolment or excluded but has an approved a leave of absence will be placed on conditional enrolment or excluded, at the conclusion of their period of leave of absence.
- 7.2 Periods of approved leave of absence are not counted for the purpose of this policy. However, students do not have the right to prolong their studies by taking periods of unapproved leave of absence. Students failing to re-enrol in the course by the date advised will be regarded as having abandoned the course of study and will need to apply for readmission in order to resume studies.

## **8. Appeals**

- 8.1 As soon as possible after WSUIC has identified a student as making unsatisfactory academic progress, they will receive written notification of their exclusion or conditional enrolment, for unsatisfactory academic progress. The written notice will inform students how and when appeals must be submitted.
- 8.2 WSUIC students have 20 working days from the notice issue date to appeal (as per Standard 9 of the National Code) to appeal against a decision that excludes or suspends them from their course of study, or places them on conditional enrolment, for unsatisfactory academic performance. The notification sent to the student advising them of their exclusion or placement on conditional enrolment, will inform them of the deadline for the submission of an appeal.



- 8.3 An appeal must be in writing and clearly state the grounds for the appeal. Appeals should therefore include appropriate documentation (statements from counsellors, medical certificates, etc.) to substantiate the appellant's grounds for appeal.
- 8.4 Appeals lodged after the deadline stated in the notification will not be considered.
- 8.5 If appeals are determined late, even if the appeal is upheld, and restrictions lifted (for example, conditional enrolment conditions, or a period of exclusion, revoked) the student may not be permitted to enrol for additional units in that session.
- 8.6 Late or non-receipt of official letters from WSUIC will not be accepted as grounds for appeal if the student has not ensured that WSUIC is in receipt of accurate and current contact details.
- 8.7 WSUIC will make determinations on academic appeals as per the timeframes outlined in the Student Complaints Handling Policy. Students have the right to maintain their enrolment status during the appeals period.
- 8.8 If the appeal is upheld, the student will be permitted to enrol in the recommended course of study. No late enrolment penalties will apply provided the student enrolls within seven days after receiving the advice from WSUIC. However, if appeals are determined after the census date, even if the appeal is upheld, and restrictions lifted (for example, conditional enrolment conditions, or a period of exclusion, revoked) the student will not be permitted to enrol for additional units in that session.

**9. Intervention Strategies to Identify and Support Students “At Risk”**

- 9.1 Students who are deemed as ‘At Risk’ as described in Section 5, will receive a personalised communication from WSUIC to inform them of their ‘At Risk’ status. It is the student's responsibility to respond accordingly by contacting the relevant Course Convenor.
- 9.2 WSUIC has strategies in place to identify “At Risk” students during various stages of their enrolment (As per the circumstances described in Section 5) to ensure they are identified early. Intervention strategies are put in place to provide support these students.

The WSUIC intervention and identification tools are listed in the table below.

Intervention and Identification Tools	Summary of Intervention Actions
Under 18 check	All students under 18 starting at WSUIC are met and provided assistance by WSU Welfare. WSU will ensure the arrangements made to protect the personal safety and social well-being of



Intervention and Identification Tools	Summary of Intervention Actions
	under 18 international students are appropriate and satisfy the Department of Home Affairs requirements.
Orientation Session	Students are provided an overview on studying at WSUIC including the support services available. Students who identify with staff that they have concerns (e.g. homesick) will be provided the necessary support and assistance.
Student Support Services Session (in week 2)	Student Support Services run a session on the services they provide in Week 2 of the term. This involves representatives from counselling, welfare, disability, library, campus life and the MATES (a mentoring program for new students at WSU). Students may at this point identify they are having particular issues (e.g. homesick) and will be provided the necessary support and assistance.
Attention to Assessment Focused Learning Guide	In the first class of every unit the assessment focused learning guide for the unit will be explicitly discussed as a key way to reduce appeals and students being subsequently identified as being "At Risk".
Early low risk assessment task	An early low risk assessment task takes place in all units during week 2/week 3 of term. Results of these assessment tasks will be used to identify students "At Risk" who may need additional support (e.g. support classes) to enable them to improve their academic performance.
Mid-Term report on unit performance (attendance, class engagement, assessment results)	Mid-Term reports are completed for all students in each unit being undertaken. These reports identify students "At Risk" in regards to attendance, class engagement and assessment results. All students identified "At Risk" are sent emails advising them of the relevant support services that are available to



Intervention and Identification Tools	Summary of Intervention Actions
	them and are met with and provided academic advice.
Feedback from Teaching staff	Teaching staff continually monitor student performance during the teaching weeks and report back to the relevant Course Convenor on students not performing or showing any particular issues that may have an impact on their academic performance. All students identified by teaching staff during the term are contacted and spoken to by the relevant WSUIC staff.
Fortnightly attendance reports	Attendance reports are generated on a fortnightly basis showcasing students "At Risk" for low attendance. Students are notified that their attendance are below or near minimum levels and are contacted by Student Services for an appointment to discuss the reasoning for the low attendance and the support available to them.
End of term progression reports	Progression reports are generated at the end of term showcasing student's overall performance over the term in all units of study. Students failing any unit or units of study are contacted by the Student Services to arrange an appointment with the relevant Course Convenor or Academic Director for academic advice and provided the necessary support and updated plan of study for the following term.
Recommendation to Student Support Services (welfare, counselling, etc.)	Any students not performing are also advised on the student support services available if the reason for not performing in non-academic. These services include counselling, welfare, disabilities and the MATES mentoring program.
Reduced Study Load – on academic/welfare grounds	Students not performing academically and who are deemed on conditional enrolment are put on reduced study loads



Intervention and Identification Tools	Summary of Intervention Actions
	to enable them to focus on a limited number of units to increase their chance of success. Students are also put on reduced study loads for non-academic reasons if supported by welfare, counselling or disability services.

9.3 Intervention strategies are managed by WSUIC Student Services and the Academic Leadership Teams.

**10. Quality and Compliance**

10.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC’s Quality Management Framework and Risk Management Framework.

10.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.

10.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

10.4 New staff will receive policy information during the induction process where it relates to their position.

**11. Related Forms and Documents**

- “At Risk” notification email templates
- Return to Study Plan template

**12. Related Policies, Procedures, Guidelines and Legislation**

- POL 37 WSUIC Privacy Policy
- Western Sydney University Progression and Unsatisfactory Academic Progress Policy
- Western Sydney University The College Academic Pathway Programs, Foundation Studies Progression and Unsatisfactory Academic Progress Policy
- Western Sydney University The College Academic Pathway Programs Intervention Policy
- Standard 9 of the ESOS National Code 2018



**Approval and Amendment History**

<b>Approval Authority:</b>	Western Sydney University International College Academic Board
<b>Policy Owners:</b>	Academic Director/Academic Leadership Team
<b>Approval Date:</b>	3 May 2019
<b>Date for Next Review:</b>	3 May 2021

<b>Amendments</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
2/11/2016	1.0	New Policy Developed
7/11/2017	1.1	Addition of Clause 14 and 14.1 (and sub clauses 14.1.1. 14.1.2 and 14.1.3) to provide a statement regarding intervention and a table listing the intervention identification tools and related intervention strategies in place at WSUIC
03/05/2019	1.2	<p>Sub clause 1.3 Amend Standard 8 with Standard 10 and the 2007 to the 2018 ESOS reference.</p> <p>Sub clause 1.4 Addition of clause 1 to provide a statement regarding the provider to inform visa implications as of Standard 9 of the National Code.</p> <p>Replace “At Risk” with “At Risk” where mentioned.</p> <p>Sub clause 6.3 replace ‘Western Sydney University International College’ with ‘Academic Director or nominee’.</p> <p>Sub clause 8.1.1 Mention COE extension necessary for students to complete a course when additional time is required.</p> <p>Sub clause 8.2.2 Amend the mentioned time frame, 12 months to 2 consecutive terms for a student excluded from study.</p> <p>Sub clause 11.1.1 Replace with information on student result determination timeframe and appeals from students deferral exams.</p> <p>Sub clause 11.1.2 Mention the timeframe allowed for lodge appeal.</p> <p>Sub clause 11.1.4 Remove.</p> <p>Clause 14.2 Remove.</p> <p>Appendix A Remove.</p> <p>Appendix B Remove.</p>