



OVERSEAS STUDENT COURSE PROGRESS POLICY AND PROCEDURES

1. COURSE PROGRESS

The School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

The course progress of all students will be assessed at the end of each semester of enrolment or earlier should concerns be raised.

Students who began part way through a semester will be assessed after one full semester.

To demonstrate satisfactory course progress students will need to achieve competency in all subjects/Units of Study in any semester.

If a student does not demonstrate competency in 60% or more of the course requirements the Head of Learning, Teaching & Development will meet with the student to develop an intervention strategy for academic improvement. This may include:

- Supervised study periods.
- Tutorial assistance.
- Other intervention strategies as deemed necessary.

In the case of a student not demonstrating an appropriate level of English language competency, the School may require the student to undertake additional English language classes with a Tutor approved by the School. This will occur outside the normal curriculum requirements and would be at the expense of the parents, over and above the normal tuition fees.

A copy of the student's individual strategy for achieving academic improvement and progress reports will be forwarded to parents/guardians.

The student's individual strategy for academic improvement will be monitored over the following semester by the Head of Learning, Teaching & Development and records of student response to the strategy will be kept.

If the student does not show a sufficient level of academic improvement and achieve satisfactory course progress by the end of the next assessment period, the School will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that they have 20 working days in which to access the School's internal complaints and appeals process.

The School will notify through the Provider Registration and International Student Management System (PRISMS) as soon as practicable that the student has not achieved satisfactory course progress if one of the following occurs:

- The student does not access the complaints and appeals process within 20 days.
- The student withdraws from the complaints and appeals process.
- The complaints and appeals process results in favour of the School.

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2. COMPLETION WITHIN EXPECTED DURATION OF STUDY (COURSE PROGRESSION)

- As noted in 1. a) above, the School will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- The School will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - Compassionate or compelling circumstances.
 - Student participation in an intervention strategy, as outlined in 1.e) above.
 - An approved deferment or suspension of study has been granted in accordance with the School's Overseas Student Deferment, Suspension and Cancellation Policy.

3. DEFINITIONS

Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

- Serious illness, where a medical certificate states that the student was unable to attend classes.
- Bereavement of a close family member such as a parent or grandparent.
- Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies.
- A traumatic experience which has impacted on the student (these cases should be, where possible, supported by police or psychologist reports).
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

Expected duration – the length of time it takes to complete the course studying full- time. This is the same as the registered course duration on CRICOS.

Intervention Strategy - An individual plan to provide course support and/or assistance to an overseas student identified 'at risk' of achieving satisfactory course progression.

School day – any day for which the school has scheduled course contact hours.