



Document ID:	ACD 5.3.1 Academic Progress
Responsibility:	Program Manager
Version:	5
Issue date:	27/07/2009

POLICY TITLE: ACADEMIC PROGRESS

AMENDMENT HISTORY:

Issue Date:	Summary of Changes
03/09/2007	First draft
13/08/2008	Replacing the old ACN logo with a Navitas branded logo and to change the policy no. from ACD5.1.11 to ACD5.3.1
03/03/2009	Remove responsibility from Academic Director to Program Manager
11/05/2009	Update to include changes in LTUI and LTU policies
27/07/2009	Update to reflect recommendations in Esos Audit Action



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PURPOSE

The purpose of this policy is to ensure that the students are managed responsibly and in accordance with the ESOS Act 2000 requirements and in line with Standard 10 in the National Code 2007.

SCOPE:

This policy applies to all students enrolled at ACN.

POLICY BACHELOR DEGREE

The Academic Progress of all Bachelor Degree level ACN students is determined by La Trobe University's Academic Progress policy (REFERENCE ACD 5.3.1 R1-LTU Academic Progress Policy) and Academic Progress of Students Regulation 19.1 (REFERENCE ACD 5.3.1 R2 - LTU Academic Progress Regulation 19.1).

The process and procedures outline in these documents reflect the process and procedures for the Bachelor Programs. They are administered by the Faculty of Law of Management at La Trobe University.

Students identified as not meeting Academic Progress Requirements in REFERENCE ACD 5.3.1- LTU Academic Progress Policy are targeted as part of ACD5.3.3 Academic Intervention Policy and its included procedures.

ACN PROCEDURES BACHELOR DEGREE

Responsibility for communication with La Trobe University regarding Academic Progress is with the ACN Program Manager. La Trobe University. Primary communication is with the External Programs Administrator, Regional School of Business Faculty of Law & Management, Bendigo Campus.

On release of results, External Programs Administrator, Regional School of Business Faculty of Law & Management, Bendigo Campus will forward a list of students falling under Academic Progress as well as scanned copies of any correspondence with Academic Progress students (includes Academic Warning and Show Cause Letters)

La Trobe University's Academic Progress policy refers to counselling with "co-ordinator of the course of enrolment or other person nominated by the relevant Faculty" At ACN, Academic Counselling is the responsibility of the Academic Officers.

COURSE LOAD VARIATIONS

Students counselled for Academic Progress can subject under-load under certain conditions if deemed appropriate by Program Manager.

- If a student is under Academic Intervention (first semester failure) then no subject under-load is permitted.
- If a student is under Academic Warning (second semester failure) then subject under-load is permitted
- If a student is under Show Cause (second semester failure) then subject under-load is permitted



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Students with 4 or more subjects to complete who are permitted to under-load may drop to 3 subjects if deemed appropriate by Program Manager.

MAINTAINING COURSE DURATION

To comply with visa conditions, international students must:

- maintain satisfactory academic progress
- complete their course in the duration indicated in their electronic-Confirmation of Enrolment (eCOE). This means students must maintain a full-time study load except when a student has an approved *Underload Application form- International Students*, or is in the last semester/term of their course.

On release of results (Week 1 of semester) ACN Admissions Manager in conjunction with Program Manager takes responsibility for identifying students unable to complete course within duration of current COE. New COE's are issued accordingly.

POLICY FOUNDATION STUDIES AND DIPLOMA PROGRAM (FSDP)

The Academic Progress of all FSDP students is determined by La Trobe University International College's Academic Progress policy (REFERENCE ACD 5.3.1 R5-LTUI Academic Progress Policy).

The procedure of managing FSDP student's academic progress is outline below:

1. Monitoring of student progress is an on going process and teachers are encouraged to regularly communicate with the Manager Academic Progress regarding students at risk.
2. Lecturers report student's at risk as part of ACD 5.3.3 Academic Intervention Policy. Manager Academic Development contacts each student requesting an interview with those students identified as being at risk of failing.
3. All units in the Foundation and Diploma Programs are formally assessed at the end of each semester, by taking into account a combination of tasks during the semester and in most units a final exam at the end of the semester. The former may include tests, assignments, practicals, or presentations. In most units the exam counts for 70% of the final assessment. At the end of the semester each student can access an official transcript which lists the units studied, the final result as a mark out of 100 (a percentage value) and a grade. To successfully complete a unit, the assessment hurdle must be met and the overall mark (including semester assessment) must also be at least 50%. Specific information about the assessment in each unit is provided to students by the unit teacher in the first week of each semester. A result of KN (Withdrawal counted as failure) will apply to any unit where a withdrawal occurs once 60% of the unit has been undertaken.



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4. At the end of semester each student's academic progress is formally assessed by the Head of Department at La Trobe International. The circumstances in which students are deemed at risk are:

• **Stage A**

- i. Failure to pass Academic Study Skills 1
- ii. Failure in 50% or more of units enrolled per semester.

• **Stage B**

- i. Failure to pass Academic Study Skills 2.
- ii. Failure in 50% or more of units enrolled per semester.

• **Stage C & D**

- i. Failure in 50% or more of units enrolled per semester.

A student shall also be deemed to be at academic risk, regardless of the stage at which they are enrolled, should they fail the same unit twice. Student contacted as part of ACD5.3.3 Academic Intervention

5. If a student is assessed as being at academic risk in a second, subsequent semester, they shall be formally counselled by Manager Academic Development with relation to alternative future options. In addition to the options listed in (2) above, these may include transfer to an alternative program of study with another provider that is more suited to the student's abilities and interests. If Manager Academic Development approves the student to remain in their current course of study a strategy must be developed to help overcome those factors that have contributed to results to date. The strategy shall be developed by Manager Academic Development in consultation with the student and may include such measures as a directive to include/exclude particular units in their enrolment, development of a study timetable, implementation of a minimum attendance requirement, scheduled additional consultation time in a particular unit area, and/or support to address external issues believed to have impacted upon performance (e.g., residential arrangements, hours per week engaged in paid employment). Notes relating to such counselling will be placed on the student's file.
6. If a student is assessed as being at academic risk in a third semester they will be deemed to have made unsatisfactory progress and will be sent notification in writing of intent to report to DIAC. The letter will include information on accessing the complaints and appeals process of La Trobe - FSDP and that they have 20 working days in which to do so.
7. Where the student chooses not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision against the student, FSDP office staff are required to notify DIAC, as required by the National Code of Practice 2007, and issue a S.20 notice to the student.
8. In all circumstances where an individual student's enrolment is affected by the implementation of FSDP's academic progress policy and intervention strategy, the relevant Head of Department is required to complete a variation form which outlines the changes to enrolment. This form is signed off by both the Head of Department and the student. The variation form is then forwarded to office staff, who use it as authorisation to notify DIAC via PRISMS of any such changes. The variation form, plus any counselling notes, are retained on the student's file as evidence of this process.



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MAINTAINING COURSE DURATION

On release of results (Week 1 of semester) ACN Admissions Manager takes responsibility for identifying students unable to complete course within duration of current COE. New COE's are issued by Admissions accordingly.

REFERENCES:

Policy Number:	Policy Title
REFERENCE ACD 5.3.1 R1	LTU Academic Progress Policy
REFERENCE ACD 5.3.1 R2	LTU Academic Progress Regulation 19.1
REFERENCE ACD 5.3.1 R3	FSDP Academic Warning Letter Template
REFERENCE ACD 5.3.1 R4	FSDP Show Cause Letter Template
REFERENCE ACD 5.3.1 R5	LTUI Academic Progress Policy
ACD 5.3.3	Academic Intervention