



Document ID:	ACD5.3.3 Academic Intervention
Responsibility:	Manager Academic Development
Version:	6
Issue date:	05/03/09

## **POLICY TITLE: ACADEMIC INTERVENTION**

### **AMENDMENT HISTORY:**

<b>Issue Date:</b>	<b>Summary of Changes</b>
10/10/2006	First version; put to QMS Final
20/06/07	"50% or more subjects" failed in a semester replaces failure in any subject.
3/1/08	Policy title changed from 'Students at Risk' to Academic Intervention Policy
3/1/08	'Compulsory Academic Support' Letter modified
13/08/08	Replace the old logo with Navitas branded logo and change policy number from STS4.5 to ACD5.3.3
05/03/09	Change responsibility holder to Manager, Academic Development
09/03/09	Change titles of reference letters R1 & 2 and introduce R 3
05/05/09	Addition of R 4 and R 5



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## PURPOSE

This document identifies the Academic Intervention Policy. The primary purpose of this policy is to ensure the students are managed responsibly and in accordance with the requirements of the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

## SCOPE:

This policy applies to all staff employed or contracted by ACN and to students enrolled at ACN.

## POLICY

Students identified as at risk academically are contacted and offered academic support. Students are considered at risk academically if they are identified to be at risk of:

1. not meeting attendance requirement. (Refer to ACD 5.3.2 Attendance Policy).
2. not meeting academic progress requirements (Refer to ACD 5.3.1 Academic Progress)
3. failing a unit by their lecturer/tutor based on their performance in the internal assessment to week 6 and/or non-attendance in classes of 4 and more sessions, up to week 6..

## PROCEDURE

For students identified in (1),

- a. a letter (**REFERENCE ACD 5.3.3 R1- Academic Intervention Letter**) is sent by the Manager, Academic Development to the student via email requesting a meeting with an academic services officer
  - If a meeting is held, a 'note' is filed in Maze under each student record stating that student has begun academic support. Naming Protocol: Subject: ADU 'Academic Intervention Letter'
  - Academic services officer to complete either REFERENCE ACD 5.3.3 R 4 FSP DIPLOMA Academic Progress Counseling Questionnaire or REFERENCE ACD 5.3.3 R 5 DEGREE Academic Progress Counseling Questionnaire, as appropriate and save under student e-file. The questionnaire will identify whether Academic Workshops, ACN English Support classes and/or counselling sessions with the Academic Development counselling sessions are compulsory. Student to be instructed based on the outcome of the questionnaire.

For students identified in (2):

- a. Students who fail 50% or more of their enrolment who are not classified as academic progress student are sent a letter (**REFERENCE ACD 5.3.3 R1- Academic Intervention Letter**) Program Manager via email.
  - If a meeting is held, a 'note' is filed in Maze under each student record containing a copy of the email.
  - Naming Protocol: Subject: ADU 'Academic Intervention Letter'
  - Academic services officer to complete either REFERENCE ACD 5.3.3 R 4 FSP DIPLOMA Academic Progress Counseling Questionnaire or REFERENCE ACD 5.3.3 R 5 DEGREE Academic Progress Counseling Questionnaire, as appropriate and save under student e-file. The questionnaire will identify whether Academic Workshops, ACN English Support classes and/or counselling sessions with the Academic Development counselling sessions are compulsory. Student to be instructed based on the outcome of the questionnaire.
- b. Students who are classified as academic progress students are sent a letter (**REFERENCE ACD 5.3.3. R2 - Academic Progress Letter**) requesting a compulsory meeting with the Manager, Academic Development to discuss diagnose study problems and develop a study program tailored to each student.
  - If a meeting is held, a 'note' is filed in Maze under each student record containing a copy of the email.



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- For Foundation Studies and Diploma level students, the date of the initial meeting is noted on the 'Academic Progress' spreadsheet
- Naming Protocol: Subject: ADU 'Academic Progress Letter'

For students identified in (3):

- c. In week 7, the lecturers/tutors submit a list of students per class who have failed the mid-term assessment. These students are sent a letter (**REFERENCE ACD 5.3.3. R2 - 'Lecturer Identified Academic Intervention Letter'**) by Manager, Academic Development via email.
- If a meeting is held, a 'note' is filed in Maze under each student record containing a copy of the email.
  - Naming Protocol: Subject: ADU DBA10ISB Lecturer Identified Acad Intervention email"(DBA1ISB in this case refers to unit code)
  - Manager Academic Development Unit to diagnose and recommend appropriate strategies for improvement.

**REFERENCES:**

Policy Number:	Policy Title
ACD 5.3.2	Attendance
ACD 5.3.1	Academic Progress
REFERENCE ACD 5.3.3 R 1	Academic Intervention Letter
REFERENCE ACD 5.3.3 R 2	Academic Progress Letter
REFERENCE ACD 5.3.3 R 3	Lecturer Identified Academic Intervention Letter
REFERENCE ACD 5.3.3 R 4	FSP DIPLOMA Academic Progress Counseling Questionnaire
REFERENCE ACD 5.3.3 R 5	DEGREE Academic Progress Counseling Questionnaire