

# Enabling Course Academic Progress Procedures

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## 1. Governing Policy

[Enabling Courses Policy](#)

## 2. Purpose

These procedures apply to all students, whether domestic or international, enrolled in a Flinders enabling course and specify the processes and responsibilities for:

- a. identifying, supporting and intervening when a student is experiencing difficulty progressing in an enabling course, as specified in the [Enabling Courses Policy](#)
- b. conducting a formal review of progress and making a determination about a student's ability to complete their enabling course.

## 3. Procedures

### 3.1. Difficulty Progressing

- a. Where an enabling course runs for only **one study period**, academic staff will monitor students' progress:
  - i. no later than halfway through the study period, or
  - ii. after no more than two failed assessment tasks.

If an academic staff member evaluates that the student's coursework or assessment grades indicate a likelihood of failing a topic, the student will be identified as experiencing difficulty progressing in their course.

- b. Where an enabling course runs for **two or more study periods**, a student will be identified as experiencing difficulty progressing in their course when they:
  - i. fail two topic assessments in a study period, or
  - ii. fail one or more of the topics they were enrolled in for the study period, or
  - iii. fail topic(s) required to satisfy the conditions of a guaranteed entry pathway, or
  - iv. fail the same topic twice.
- c. In the case of s.3.1.b.iv. above, a student will be prevented from enrolling in a topic a third time unless they can demonstrate compassionate or compelling circumstances as part of a formal review of their progress conducted in accordance with Procedure 3.2 below.
- d. Students identified as experiencing difficulty progressing will be:

- i. notified that they have been identified as experiencing difficulty progressing, stating the reasons why the student's progress is considered to be unsatisfactory and that their progress may be subject to a formal review if it doesn't improve (and in the case of international students that they may be reported to the relevant Commonwealth Government department for unsatisfactory academic progress, which may have consequences for their visa)
  - ii. advised of the support services and/or academic skill development opportunities that are available
  - iii. required to complete a plan to address the factors that may be impacting their progress to help them make satisfactory academic progress in the current or next study period.
- e. In the case of international students aged under 18, the student's parent or carer will also be notified.
- f. The student notification and a copy of the plan will be recorded on the student management system.

### **3.2. Formal Review of Progress**

- a. Students will be subject to a formal review of their progress if:
- i. their unsatisfactory academic progress means they cannot complete their course within the expected course duration, and/or
  - ii. they have failed the same topic three times, or
  - iii. in a single study period course, the student has been identified as likely to not satisfactorily complete their course following actions in accordance with s.3.1.a.
- b. A formal review of progress will be conducted by the Academic Progress Committee as set out in s.4 below.
- c. Students who are to be subject to a formal review of progress will be notified in writing that their ability to progress in their course will be formally reviewed. This written notice will include:
- i. the reasons for initiating a formal review
  - ii. the process and deadline for submitting a written response
  - iii. guidance on what information may be included in the response
  - iv. the support services available, and
  - v. the possible outcomes (including, for international students, that they may be reported to the relevant Commonwealth Government department for unsatisfactory academic progress, which may affect their visa), and the consequences of not responding.
- d. In the case of international students aged under 18, the student's parent or carer will also be notified.
- e. In the case of sponsored students, the student's sponsor will be notified.
- f. A student who is subject to a formal review of progress will be provided with the opportunity to submit a response and provide any relevant academic information or information on any compassionate or compelling circumstances, including any plans to improve their progress towards the completion of their course. Responses are to be submitted within 5 days of receiving the written notification.
- g. Information provided by the student will be treated by all parties with appropriate confidentiality and will only be used for the purpose of reviewing the student's ability to progress in their course.
- h. In formulating their response, students may obtain assistance from a third party (e.g. the FUSA Student Assist service, advocacy groups, legal representatives, friends or family members); however, the response must be submitted in a student's own words and under their own name.
- i. A formal review of progress must take into consideration all relevant facts and information, including any relevant information provided by the student.

- j. The outcome of a formal review of progress will be one of the following:
  - i. the student is approved to remain enrolled on a renegotiated study plan, with or without a performance requirement
  - ii. the student is approved to remain enrolled with an extended Confirmation of Enrolment (International students only)
  - iii. the student is precluded from re-enrolling in the course for up to five years, with or without conditions for re-enrolling
  - iv. the student's enrolment in the course is terminated
  - v. any other requirements or conditions determined by the Academic Progress Committee.
- k. Where it can be accommodated, the Academic Progress Committee may also recommend to the student that they transfer to an appropriate alternative course to enable a pathway to completion.
- l. The student will be informed of the outcome of the formal review of progress and the reasons for the decision in writing in a timely manner.
- m. In the case of international students, where the Academic Progress Committee has determined that the student's enrolment in the course is to be terminated the notice of outcome must explain that the student will be reported to the relevant Commonwealth Government department for unsatisfactory academic progress, that this may affect their student visa, and their right to request a review of the decision in accordance with the [Student Review and Appeal Policy](#) and [procedures](#). The notice of outcome will be copied to the Flinders International Admissions.

#### 4. Academic Progress Committee

- a. The Academic Progress Committee will be comprised of:
  - i. Academic Director or equivalent (Chair)
  - ii. no less than two academic staff members from the relevant area, entity or College/Portfolio, appointed by the Chair
  - iii. no less than two student members from the relevant area, entity or College/Portfolio, appointed by the Chair
  - iv. other members, as determined by the Chair (e.g. Student Administration Services, Flinders International staff).
- b. If a member has a conflict of interest with a particular review they must make it known to the Chair. An alternate member may be appointed if necessary to achieve quorum in accordance with 4.a.
- c. The quorum of the committee is 50%, which must include the Chair and at least one other academic staff member.

#### 5. Responsibilities and Authorities

<b>Academic staff</b>	<ul style="list-style-type: none"> <li>a. Monitor students' progress and evaluate student coursework and assessment grades to identify those experiencing difficulty progressing in their course.</li> <li>b. Provide academic support and advice to students.</li> </ul>
<b>Student Administration Services (SAS)</b>	<ul style="list-style-type: none"> <li>c. Notify students identified as experiencing difficulty progressing as set out at s.3.1.e.</li> </ul>

<p>[note: SAS may refer to, where an enabling course is delivered by an area or entity other than a College, the positions responsible for the provision of student administration services within that area or entity, OR SAS staff within Colleges.]</p>	<p>d. Following confirmation from the Academic Director (or equivalent) of the students who are to be subject to a formal review of their progress, notify those students that their ability to progress in their course will be formally reviewed as set out at s.3.2.c.</p> <p>e. Track and record all student notifications, student responses and any information provided, copies of plans and outcomes of formal reviews of progress on the student management system.</p> <p>f. Where it is approved by the Academy Director (or equivalent), report unsatisfactory progress to the relevant Commonwealth Government department via PRISMS and advise Flinders International Admissions.</p>
<p><b>Students</b></p>	<p>g. Respond to any unsatisfactory academic progress notifications as guided in the communication to:</p> <ol style="list-style-type: none"> <li>i. Contact academic staff or the Academic Director (or equivalent) to discuss appropriate support services and/or academic skill development opportunities</li> <li>ii. utilise the resources provided to develop a plan to address the factors that may be impacting on progress</li> <li>iii. if subject to a formal review of progress: <ul style="list-style-type: none"> <li>• respond in writing to the Chair of the Academic Progress Committee in the manner and within the timeframes stipulated in the communication, including providing any relevant academic information or information on any compassionate or compelling circumstances, and/or any plans to improve progress</li> <li>• take action in accordance with the outcome determined by the Academic Progress Committee.</li> </ul> </li> </ol>
<p><b>Academic Director (or equivalent)</b></p>	<p>h. Evaluate the students who met the criteria for experiencing difficulty progressing and/or a formal review of their progress and advise SAS so that the students can be notified.</p>
<p><b>Academy Director (or equivalent)</b></p>	<p>i. When an international student's enrolment in a course is to be terminated, approve reporting of unsatisfactory academic progress to the relevant Commonwealth Government department.</p>
<p><b>Academic Progress Committee</b></p>	<p>j. Review students' progress and make a determination in accordance s.3.2.i.</p>

## 6. Review and appeal

- a. Any student who is dissatisfied with the outcome of a formal review of progress may request a review in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. Any student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.

<b>Approval Authority</b>	Deputy Vice-Chancellor (Students), after consultation with Vice-President and Pro Vice-Chancellor (International)
<b>Responsible Officer</b>	Pro Vice-Chancellor (Learning and Teaching Innovation)
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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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