

# Student Progress Policy

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## 1. Purpose

- a. Academic progress is the process by which students are able to advance in their course of study having met all academic requirements. [Handbook](#) outlines all course and topic academic requirements (also referred to as Course Rules, as outlined in s.3.7 of the Enrolment Policy), including course progression rules, learning outcomes and assessment requirements.
- b. This policy outlines the principles that will be applied by Flinders University in:
  - i. identifying, supporting and intervening when a student is not meeting the academic requirements of their enrolled course, and
  - ii. conducting a formal review of academic progress and making a determination about a student's ability to meet the academic requirements in their enrolled course.
- c. This policy forms part of the University's framework for student support and its compliance with the Higher Education Support Act (HESA) 2003 and the [Higher Education Amendment \(Support for Students Policy\) Guidelines 2023](#) as detailed in the [Support for Students Policy](#).

## 2. Scope

This policy applies to all students enrolled, or seeking to re-enrol, in a course(s) at the University, excluding:

- a. Higher Degree by Research students whose progress is managed in accordance with the [Higher Degrees by Research Policy](#)
- b. enabling course students whose progress is managed in accordance with the [Enabling Course Academic Progress Procedures](#)
- c. non-award courses that fall under the [Non-award Courses Policy](#).

### **3. Policy statement**

#### **3.1. General Principles**

- a. Flinders University aims to ensure that every student knows how they can advance in their course of study, that they are supported in this process, and how they can access support to progress in their studies.
- b. The University aims to support students' success in the completion of their studies by:
  - i. providing clear, timely information regarding the actions required to meet the academic requirements of an enrolled course
  - ii. proactive early identification of students who are not meeting the academic requirements of their enrolled course
  - iii. providing support and academic skill development opportunities that are personalised, impactful and student centred
  - iv. ensuring that processes designed to support students in meeting academic progress requirements are inclusive, equitable and empowering.
- c. The University will provide all students with information on the academic progress requirements, available support and the financial implications of study prior to the census date in each teaching period.

#### **3.2. Meeting Academic Requirements**

A student is deemed to be meeting academic requirements when they meet the course and topic academic requirements specified in Handbook (the Course Rule) for their enrolled course, including course progression rules, learning outcomes and assessment requirements.

#### **3.3. Meeting Academic Requirements – Early Identification**

- a. A student may receive early identification communications about support despite meeting academic requirements if the College has identified that the student would benefit from such communications.
- b. Students who are meeting academic requirements, but the College has identified would benefit from early identification communications, will be contacted to offer support and provide them with resources to help them be successful in their studies.

#### **3.4. Not Meeting Academic Requirements – Early Identification**

- a. A student will be identified as not meeting the academic requirements in their enrolled course if they experience one or more of the following:
  - i. fail a topic more than once
  - ii. fail 50% or more units of the total attempted units for the course
- b. Students identified as not meeting the academic requirements will firstly be contacted to offer support and provide them with resources to address the factors impacting their progress in accordance with the [Student Progress Procedures](#).

#### **3.5. Continuing to Not Meet Academic Requirements**

- a. A student will be identified as continuing to not meet academic requirements if:

- i. they are not meeting academic requirements, as set out in 3.3.a above, for any two or more semesters during the period of their enrolled course, or
  - ii. they fail to meet the conditions of a restricted study plan or any related performance requirements.
- b. Students identified as continuing to not meet academic requirements will be initially evaluated in accordance with the [Student Progress Procedures](#) and may be subject to a formal review of their progress.

### **3.6. Formal Review of Progress**

- a. A formal review of progress will be conducted by the relevant College Progress Committee as specified in the [Student Progress Procedures](#).
- b. The outcome of a formal review of progress will be one of the following:
  - i. the student is approved to remain enrolled according to their current study plan
  - ii. the student is approved to re-enrol on a restricted study plan, with or without a performance requirement
  - iii. the student is required to defer re-enrolment for up to 12 months, with or without conditions of re-enrolment  
  
(note: to ensure compliance with the Educational Service for Overseas Students (ESOS) Act 2000 (Cth), the ESOS Regulations 2001 (Cth) and the National Code of Education and Training to Overseas Students 2018, this provision does not apply to onshore international students who are holders of a student visa)
  - iv. the student is precluded from re-enrolling in the course and any course in the preclusion group set out in [Schedule 1](#) for up to five years, with or without conditions for re-enrolling
  - v. the student's enrolment in the course is terminated and they are precluded from enrolling in any course in the preclusion group set out in [Schedule 1](#).
  - vi. any other requirements or conditions determined by the College Progress Committee.
- c. Where it can be accommodated, the College Progress Committee may also recommend to the student that they transfer to an appropriate course to enable a pathway to completion.
- d. When determining an outcome, College Progress Committee's will take into consideration the course and topic academic requirements specified in Handbook (the Course Rule) for the enrolled course.

### **3.7. Review and appeal of outcome**

- a. A 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. A 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.
- c. The outcome of a formal review, including any enrolment changes, are recorded into the Student Management System only after the 20-day review and/or appeal period has lapsed.

### **3.8. Re-enrolment after preclusion**

- a. A student may re-enrol in a course from which they have been precluded after the expiry of the preclusion period and subject to any conditions stipulated, in accordance with the [Student Progress Procedures](#).

- b. If a student feels their circumstances have substantially changed, they may apply to have a preclusion lifted prior to the end of the preclusion period.
- c. If a course is changed or discontinued during the period of preclusion, arrangements will be put in place to ensure the student is able to complete the course, or a similar course, in accordance with the requirements of the [Award Courses Policy](#).

### 3.9. Recordkeeping

Full and accurate records of all student progress communications, student responses and outcomes will be kept in the Student Management System and on the student's file.

## 4. Authorities

Delegate	Authority
<b>Deputy Vice-Chancellor (Students)</b>	Approve the courses within a preclusion group specified in <a href="#">Schedule 1</a> , on the recommendation of the College Dean (Education).

## 5. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Student Progress Procedures](#)

<b>Approval Authority</b>	Academic Senate
<b>Responsible Officer</b>	Senior Director, Student Experience and Management
<b>Approval Date</b>	13 November 2024
<b>Effective Date</b>	1 January 2025
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<b>Last amended</b>	
<b>CM file number</b>	CF11/344

\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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## Schedule 1–Preclusion Groups

- a. A student whose enrolment in a course is terminated or who is precluded from re-enrolling in a course will be precluded from enrolling in all courses within the preclusion group for the same period.
- b. The preclusion groups by College are:
  - i. [College of Business, Government and Law](#)
  - ii. [College of Education, Psychology and Social Work](#)
  - iii. [College of Humanities, Arts and Social Sciences](#)
  - iv. [College of Medicine and Public Health](#)
  - v. [College of Nursing and Health Sciences](#)
  - vi. [College of Science and Engineering](#)