COURSEWORK PROGRESS POLICY

Policy Link	-
Responsible Officer	Academic Dean
Superseded Documents	Early Intervention Strategy for Overseas Students
Associated Documents	Academic Appeals Policy Academic Appeals Procedure Admissions Policy External Dispute Resolution Policy (International Students) Non-Academic Appeals Policy Non-Academic Appeals Procedure Privacy Policy Research Higher Degree Progress Procedure Student Code of Conduct Student Handbook
Review Date	December 2027

Version	Endorsed By	Date	Approved By	Approval Date	Effective Date
2.1	The Academic Dean	8 Dec 2023	Academic Board	8 Dec 2023	8 Dec 2023

1. PURPOSE

(i) The Coursework Progress Policy aims to provide a framework to guide decisions about the academic performance and progress of coursework students, about their ongoing meeting of the stated 'other admission criteria', and to provide guidelines for fair and transparent processes for those decisions.

(ii) The policy also sets out the College's obligations to international students in coursework awards under the *National Code 2018* Standard 10.

2. SCOPE

This policy applies to all undergraduate and postgraduate coursework students at Moore College. It applies to both domestic and international students. The policy does not apply to research higher degree students (RHD). The academic progress of RHD students is monitored under the Research Higher Degree Progress Procedure.

3. DEFINITIONS

Term	Definition
Academic progress	Academic progress is the process by which students are able to advance in their course, having fulfilled academic and other requirements.
Course	A program of learning comprising one or more units of study, or structured workplace learning that leads to the award of a qualification.

International student	An international student is a student who is not a domestic student. It includes any persons who holds a student visa. [1] An international student is also known as an overseas student.
National Code	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2018)
Other admission criteria	The admission requirements stated for a course that do not relate to academic performance or the possession of academic qualifications. The other admission criteria for each course are stated on the College webpage for courses.
Unit	A self-contained part of a course normally identified by a unique code. A unit may also be called a subject.

4. POLICY STATEMENT

4.1. General Principles

(i)   The policy seeks to ensure that all students benefit from the care inherent in the College values in a way that will enhance the student experience and prospects of achieving their desired personal and educational outcomes.

(ii)   Moore College requires each student to make satisfactory academic progress through their course.

(iii)   The College requires that for students to progress within their course, they must continue to meet the stated 'other admission criteria' of their course and to adhere to the terms of the Student Code of Conduct.

(iv)   The progress of each student is monitored, recorded, and assessed.

(v)   The College may determine different progress requirements for different courses.

(vi)   The policy is implemented within the bounds of the Privacy Policy.

(vii) While the College monitors all students for satisfactory course progress, it has particular legislated responsibilities under the *ESOS Act* regarding international students.

(viii) Moore College must report international students under Section 19 of the *ESOS Act* who have breached course progress requirements.

4.2 Information for Students

(i)   Students have access to policies and procedures regarding academic performance and progress on the College website.

(ii)   The requirements for completing a unit of study are stated in each unit syllabus available on the College learning management system.

(iii)   The requirements for course progress are stated in the Student Handbook available on the College website.

4.3 Monitoring Academic Progress

(i)   The College regularly reviews student progress, reviewing both student academic and pastoral matters.

(ii)   Academic progress is monitored by the various academic committees.

(iii)   A student's pastoral and personal situation is monitored by the pastoral division of the College.

4.4 Monitoring the Other Admission Criteria

(i)   The College monitors the meeting of the other admission criteria by students. The College periodically reviews the meeting of the other admission criteria by full-time on-campus students enrolled in its three-year and four-year courses.

4.5 Academic Progress

(i)   An intervention strategy is activated when a student is considered at risk of not progressing in their course.

(ii)   Pastoral, compassionate and other personal circumstances may put a student at risk of not progressing.

(iii)   Normally a student who has failed more than two units during the study period may be considered at risk of not progressing.

(iv)   Under the *ESOS Act* an international student is considered at risk of unsatisfactory progress where, at minimum, he or she has failed or is deemed not yet competent in 50 percent or more of the units attempted in any study period.

4.6 Intervention and Support Strategies

(i)   Students considered at risk are reported to the various academic committees and monitored on a continuing basis.

(ii)   The College offers academic and pastoral support and gives the student an opportunity to meet the course requirements.

(iii)   Support strategies may include pastoral counselling, academic skills support, a revised assessment schedule, and a reduced study load.

4.7 Circumstances Affecting Decisions

The College considers any mitigating circumstances when reviewing a student's academic progress. These circumstances may include, but are not limited to:

(i)   medical, compassionate and other compelling reasons,

(ii)   regulatory and legislative requirements for international students on student visas,

(iii)   that if a student defers their course for a period of time, the requirements of this policy applies to the teaching period following return to studies.

4.8 Consequences of Failure to Progress or of Ceasing to Meet the Other Admission Criteria

When it is determined that a student is not progressing through their course, or no longer meets the other admission criteria, despite intervention and support strategies, the consequences may include some or all of the following actions.

(i)   There is further follow-up offering advice and support.

(ii)   The College may request a student to show cause why their enrolment may not be terminated.

(iii)   The student's enrolment in their course may be terminated.

(iv)   Where the student is an international student and where Moore College has assessed the student as not achieving satisfactory course progress, Moore

College will notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice will inform the student that he or she is able to access Moore College's External Dispute Resolution Policy (International Students) and that the student has 20 working days in which to do so. The College will notify the Secretary of the Department of Education through PRISMS of the student not achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds the College's decision to report.

4.9 Appeals
(i)   A student may appeal a decision made under this policy following the Academic Appeals Policy, the Non-Academic Appeals Policy, or the External Dispute Resolution Policy (International Students)
(ii)   A student's failure to read or act upon any communication or notice from the College is not considered grounds for appeal under this policy.

5. LEGAL AND POLICY FRAMEWORK

Education Services for Overseas Students Act 2000 (ESOS)

National Code of Practice for Registration Authorities and Providers of Education and Training to International Students (the National Code 2018). Standard 10.

6. IMPLEMENTATION

Responsibility for implementation lies with the Academic Dean, the Dean of Students, and the Registrar.

7. ACKNOWLEDGEMENTS

The following documents are acknowledged in the review of this policy:

Charles Sturt University. *Academic Progress Policy.* 13 August 2015
University of Adelaide. *Unsatisfactory Academic Progress by Coursework Students Policy*. F2005/1408. 1 January 2008.
University of Melbourne. *Academic Progress Policy* (MPF1291). 26 Feb 2015
University of Wollongong. *Course Progress Policy.* Version 8. 12 October 2007.

8. REVIEW AND HISTORY

Version	Approved By	Approval Date	Effective Date	Sections modified
1.0	Board of Studies	16/04/2010	16/04/2010	New policy
1.1	Board of Studies	19/07/2010	19/07/2010	Amendments
1.2	Board of Studies	13/05/2011	13/05/2011	Updated

2.0	Governing Board	12/11/2015	12/11/2015	Reviewed to incorporate updated processes and compliance with legislation
2.1	Academic Board	8/12/2023	8/12/2023	Non-academic course admission requirements added as a basis for course progression.