

# Higher Education Student Progression Procedure

## RELATED POLICY:

[Higher Education Assessment and Moderation Policy](#)

### 1. PURPOSE

To prescribe the minimum standards expected of higher education students to ensure progression to graduation.

### 2. SCOPE

Applies to Holmesglen higher education domestic and overseas students.

### 3. PROCEDURE

Action		Accountability
<b>3.1 Academic Progress Review</b>		
3.1.1	Identify, at the end of Week 4 of each enrolment period, any student whose attendance of any one subject is less than 50% or if the subject is delivered online has participated in less than 50% of the online activities and has not submitted the first assessment by the due date or approved extension due date. <b>Note:</b> Such a student is deemed 'at risk' of failing a subject.	Lecturer
3.1.2	Report student at risk to Course Leader. <b>Note:</b> A student who is identified as at risk of failing two subjects is classified as at risk of unsatisfactory performance.	Lecturer
3.1.3	Notify student that they have been identified as being at risk of failing a subject or at risk of unsatisfactory performance in writing.	Course Leader
3.1.4	Ask student to make an appointment with Course Leader and the subject lecturer/s to develop a study and support plan that supports the student to pass the subject/s.	Course Leader
3.1.5	Inform the International Centre if an overseas student is classified as being at risk.	Course Leader
3.1.6	Refer students who have English language proficiency difficulties to the Language Centre and/or Learning Skills Centre as appropriate for support.	Course Leader
3.1.7	Monitor student performance closely.	Lecturer
3.1.8	Report to Course Leader at the end of Week 8 of each enrolment period about progress of student's previously identified as 'at risk' or those who have become 'at risk' in the period since Week 4.	Lecturer
3.1.9	Review students with 'at risk' status using assessment outcomes and attendance register information. <b>Notes:</b> <ul style="list-style-type: none"> <li>▪ A student who fails to meet two out of the three minimum requirements below in the second progress review must be identified as 'at risk' of failing the subject.</li> <li>▪ Minimum requirements are:</li> </ul>	Course Leader

Action	Accountability
<ul style="list-style-type: none"> <li>a) an attendance of more than 50% of classes or participation in at least 50% of online activities;</li> <li>b) pass grade for first assessment;</li> <li>c) submission of assessments by the due date or approved extension due date.</li> </ul>	
<p>3.1.10 Inform student in writing of the outcome of the review.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ If the student from the Week 4 review remains at risk, hold a second meeting to determine any adjustments to the study and support plan.</li> <li>▪ For students who have become 'at risk' since the Week 4 review, the Course Leader must notify and meet with them as per 3.1.3 – 3.1.7.</li> </ul>	Course Leader
<p>3.1.11 Inform students at risk of failing two or more subjects of the consequences in terms of their continued enrolment in the program of study.</p>	Course Leader
<p>3.1.12 Retain all meeting notes, study and support plans, correspondence and other documents related to student progress for a period of four (4) years or until the student has completed the programs, whichever is the longer</p> <p><b>Note:</b> Documentation must be retained in individual student file.</p>	Course Leader
<p>3.1.13 Assess student's work and provide student's final results to Course Leader for internal moderation and ratification by the Board of Examiners.</p>	Lecturer
<p>3.1.14 Ratify the final subject results for all students at the end of each enrolment period.</p>	Board of Examiners
<p>3.1.15 Identify action/s to be taken regarding student progress for those who have fail grade results for any subject following the Board of Examiners ratification of results in line with the criteria outlined in <a href="#">Appendix 1</a>.</p>	Course Leader
<p>3.1.16 Notify the International Student Support Officer of all overseas students with unsatisfactory program progress at the end of each enrolment period.</p> <p><b>Note:</b> The International Centre must implement a monitoring of program progress and duration procedure in line with the Standard 8 of the National Code 2018.</p>	Course Leader
<p>3.1.17 Identify students to be excluded from the program due to unsatisfactory program progress.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ For all overseas students, notify the International Student Support Officer of intent to exclude a student from the program.</li> <li>▪ The International Centre must implement all exclusion from program processes for overseas students in line with the Standard 8 of the National Code 2018.</li> </ul>	Course Leader

Action		Accountability
<b>3.2 Exclusion from program</b>		
3.2.1	Issue a letter of intent to inform students that they are to be excluded from the program. <b>Notes:</b> <ul style="list-style-type: none"> <li>For all overseas students, notify the International Student Support Officer that a letter of intent has been issued.</li> <li>The student has the right of appeal under the Higher Education Assessment and Moderation Policy.</li> </ul>	Course Leader
3.2.2	Support students to arrange a 'show cause' meeting with the Dean and advise them to provide supporting evidence to justify remaining in the program. <b>Notes:</b> <ul style="list-style-type: none"> <li>Attendees at a 'Show cause' meetings include but are not limited to: the student and the Dean (Chair), Head of Department and Course Leader.</li> <li>For overseas students, the International Student Support Officer must be included in the show cause' meeting.</li> <li>Students have the right to have a support person to attend the 'show cause' meeting with them. The support person may be a friend, a partner, immediate family member, health professional or Student Services Officer, other than a registered legal practitioner or a person acting in the capacity of a lawyer. The support person may not speak on behalf of nor make arguments on behalf of the student</li> </ul>	Course Leader
3.2.3	Determine whether the student's evidence warrants the student remaining in the program, and decide to grant permission for the student to re-enrol in the program, or exclude the student from the program.	Dean
3.2.4	Notify the Registrar, and the International Student Support Officer, of the outcome of the 'show cause' meeting.	Dean
3.2.5	Notify the student, in writing, of the outcome of the meeting and record the outcome in the Institute Complaints and Appeals register. <b>Note:</b> The student has the right of appeal under the Higher Education Assessment and Moderation Policy.	Registrar
3.2.6	Implement the outcomes of the meeting for overseas students and record in relevant International Centre registers.	International Support Officer

#### 4. DEFINITIONS

Term	Meaning
Overseas students	Students as defined in Section 5 of the ESOS Act.
Student 'at risk'	A student is identified as being at risk of failing a subject during the performance review in Week 4 and Week 8 of each enrolment period because of both:

Term	Meaning
	<ul style="list-style-type: none"> <li>▪ attendance of any one subject is less than 50% or if the subject is delivered online has participated in less than 50% of the online activities</li> <li>▪ has not submitted, or submitted without authorised extension to due date, an assessment.</li> </ul> <p>If a student attends less than 50% of classes, the submission of the first assessment is not sufficient to avoid being identified as at risk. Such a student would need to pass the first assessment.</p> <p>Students identified as having unsatisfactory progress following the Board of Examiners at the end of each enrolment period are also considered 'at risk'.</p>
Unsatisfactory progress	<p>Is where:</p> <ul style="list-style-type: none"> <li>▪ a full time student fails 50% of subjects or more in any one enrolment period, or 50% of subjects or more in any full academic year. This is applied pro-rata for part time students.</li> <li>▪ a student fails the same subject on two successive occasions</li> <li>▪ fails a work placement (practicum, clinical placement or internship).</li> </ul>
Exclusion from study	A student is not allowed to continue their study in the program in which they are enrolled. The student has the right to appeal in line with the Higher Education Assessment and Moderation Policy
Progress review	A review held each semester at the end of Week 4 and Week 8.

## 5. CONTEXT AND/OR REFERENCED DOCUMENTS

### Internal

[Higher Education Assessment and Moderation Policy](#)

[Assessment Appeals Procedure](#)

[Higher Education Academic Appeals Committee Terms of Reference](#)

[Overseas Students Policy](#)

### External

[Australian Qualifications Framework Second Edition 2013](#)

[Higher Education Standards Framework – 2015 Threshold Standards](#)

[Higher Education Support Act 2003](#)

[Education Services for Overseas Students Act 2000 \(Cth\).](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

## 6. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	New procedure. Replaces previous Higher Education Rule for Student Administration.

## Appendix 1 – Manage student ‘at risk’ and unsatisfactory progress

Category	Action
<b>‘At risk’ of unsatisfactory program progress:</b>	
1. Students who have failed a subject for the first time:	a) Student to repeat the subject. b) A study and support plan to be developed for the student by the Course Leader in consultation with the student.
2. Students who have previously failed other subjects:	a) Student to repeat the failed subject. b) A study and support plan to be developed for the student by the Course Leader in consultation with the student, which may include a reduced study load.
<b>Unsatisfactory program progress:</b>	
1. Students who have failed a subject for a second time or more:	a) Issue a ‘show cause’ letter to remain in the program. b) Place a restriction on the student’s enrolment which may include a reduced study load. c) Exclude the student from the program.
2. Students who have failed a work placement (practicum, clinical placement or internship):	a) Issue a ‘show cause’ letter to remain in the program. b) Exclude the student from the program of study.
3. Students who have: <ol style="list-style-type: none"> <li>failed multiple subjects for the second time or more; or</li> <li>failed 50% or more subjects in one enrolment period; or</li> <li>failed 50% or more subjects in two consecutive enrolment periods:</li> </ol>	a) Issue a ‘show cause’ letter to remain in the program. b) Exclude the student from the program.

### Notes:

- The student has the right to appeal a decision under the Higher Education Assessment and Moderation Policy in line with the Higher Education Academic Appeals procedure.
- If the student is an International student, the Faculty must liaise with the International Student Support Officer.