



# Higher Education Student Progression Policy Version 2

**Authorised by:**

**CEO**

**Endorsed By: Executive Team**



## 1 Document Control

Version	Date	Amended by	Changes Made
1	5/12/2016	Manager Higher Education and Learning Partnerships	Initial document
1.1	12/09/2018	Manager Higher Education and Learning Partnerships	Minor Administrative Change - Maximum length of enrolment definition updated
2.0	06/05/2019	Manager Higher Education and Learning Partnerships	New template, review, inclusion of Academic Progression Panel and multiple fails of multiple subjects
	06/08/2019	Manager Higher Education and Learning Partnerships	Endorsed by HEBoS, VETBoS and Exec Team. Finalised
	11/03/ 2020	Academic Quality Assurance Officer	Minor Administrative change to update position title

## 2 Purpose

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

## 3 Scope

Applies to Box Hill Institute domestic and inbound international higher education students.

## 4 Policy Statement

Higher education applicants, students and staff will be advised of minimum standards for satisfactory progression in a course.

The Institute will actively monitor the participation and progress of all higher education students to ensure such standards are met.

The Institute will seek to identify students who are at risk of academic failure, and provide constructive feedback and learning support as appropriate.

## 5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.



## 6 Definitions and Explanations

Term	Definition
<b>Student 'at risk'</b>	<p>Is when a student is identified of being at risk of failing a subject during the performance review in week 5 of each semester because of both:</p> <ul style="list-style-type: none"> <li>attending less than 60% of classes of a subject/or participating in less than 60% of online activities in subjects that are delivered online, and</li> <li>failing to submit the first assessment.</li> </ul> <p>If a student attends less than 60% 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>
<b>Unsatisfactory progress</b>	<p>Is where:</p> <ul style="list-style-type: none"> <li>a full time student fails 50% of subjects or more in any one semester, 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> </ul>
<b>Conditional enrolment</b>	<p>Is where a student whose academic performance is deemed unsatisfactory at the end of a semester is enrolled with a reduced study load, which should not exceed 18 credit points per semester for full time students and 12 credit points per semester for part time students in the following semester.</p>
<b>Excluded from study</b>	<p>Is where a student is not allowed to continue their study in the course in which they are enrolled. The student has the right to appeal in line with the Student Grievance Policy and Procedure.</p>
<b>Multiple failures of subject</b>	<p>Is where a student who fails the same subject on two separate successive occasions. A student excluded from study under this clause has the right of appeal in line with the Student Grievance Policy and Procedure.</p>
<b>Progress review</b>	<p>A progress review is held each semester at the end of week 5 and week 10. The first review looks at attendance and timely submission of the first assessment. The second review looks at compliance with minimum requirements.</p> <p>Minimum requirements are:</p> <ul style="list-style-type: none"> <li>an attendance of more than 60% of classes</li> <li>pass grade for first assessment</li> <li>timely submission of assessment</li> </ul> <p>The student must fail to meet at least two out of the three minimum requirements to be marked as at risk of failing the subject in the second progress review.</p>
<b>Maximum Length of Enrolment</b>	<p>A student who fails to complete a course within a reasonable timeframe will be excluded from the course.</p> <p>The Institute has defined a reasonable timeframe as follows:</p>

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- The maximum length of enrolment in order to complete a course is considered to be (full-time study course duration) X 2 + 2 years. The maximum duration of any course is not to exceed 10 years.

If a student fails to complete their course in the prescribed maximum time they will be excluded for a period of two years unless a variation to this time period is negotiated by an individual student with the School of Higher Education. A student excluded from study under this clause has the right of appeal to the Academic Appeals Committee.

Periods of approved Leave of Absence are excluded from the length of time calculation.

## 7 Related Policy and Procedures

The following procedures are linked below:

- Higher Education Student Progression Procedure
- Inbound International Student Monitoring Course Progression Policy and Procedure
- Complaint Policy and Procedure: Student, Customer and Stakeholder

## 8 Related Operating Guidelines

Nil

## 9 Related Forms

Nil

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute

### 10.2 External

- Higher Education Standards Framework (Threshold Standards) 2015
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ESOS Act 2000

## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

Document: **Higher Education Progression Policy**  
**Box Hill Institute**

Document No.: **ACA-AA-POL004**

Process Area: **Academic Affairs**



## 12 Review

This policy must be reviewed no later than three (3) years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 13 Owner/Author

Owner	Author
Executive Director, Strategy & Governance	Manager Higher Education and Learning Partnerships

## 14 Approval Body

The CEO is the approval body.

Chief Executive Officer	Signature	Date
Vivienne King	On file	29/8/19