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Higher Education Student Progression Procedure – Version 3

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Authorised by: CEO

Document: **Higher Education Student Progression Procedure**

Document No.: **ACA-AA-PRO004**

Process Area: **Academic Affairs**



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1 Document Control

Version	Date	Amended by	Changes Made
1	05/12/2016	Manager Higher Education & Learning Partnerships	Initial document
2	19/09/2017	Manager Higher Education & Learning Partnerships	Minor Administrative amendments made to position titles/teaching faculty
3	06/05/2019	Manager Higher Education & Learning Partnerships	New template, review, inclusion of Academic Progression Panel
3	06/08/2019	Manager Higher Education and Learning Partnerships	Endorsed by VETBoS, HEBoS and Executive Team. Finalised

2 Purpose

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

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3 Scope

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

4 Responsibilities

Refer to Higher Education Student Progression Procedure 6.

5 Definitions

Term	Definition
Student 'at risk'	<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"> • 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 • failing to submit the first assessment. <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>
Unsatisfactory progress	<p>Is where:</p> <ul style="list-style-type: none"> • 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. • a student fails the same subject, on two successive occasions.
Conditional enrolment	<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>
Excluded from study	<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>
Multiple failures of subject	<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>
Progress review	<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</p>

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assessment. The second review looks at compliance with minimum requirements.

Minimum requirements are:

- an attendance of more than 60% of classes
- pass grade for first assessment
- timely submission of assessment

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.

Maximum Length of Enrolment

A student who fails to complete a course within a reasonable timeframe will be excluded from the course.

The Institute has defined a reasonable timeframe as follows:

- 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 teaching faculty. 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.

6 Procedure

Procedure	Responsibility
1. Academic Progress Review At the end of week 5 of each semester: a) Identify any student whose attendance of any one subject is less than 60% or if the subject is delivered online has participated in less than 60% of the online activities and has not submitted the first assessment. Such a student is deemed at risk of failing a subject. b) A student who is identified as at risk of failing two subjects is classified as at risk of unsatisfactory performance. c) Subject teacher reports student at risk to Course Manager (Higher Education) (Discipline) d) Student is notified of being deemed at risk of failing a subject or at risk of unsatisfactory performance in writing. e) Student is asked to make an appointment with Course Manager (Higher Education) (Discipline) and the subject teacher(s) to develop a study plan that supports the student to pass the subject(s).	Teacher Teacher Course Manager (Higher Education) (Discipline) Course Manager (Higher Education) (Discipline)/Teacher

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<p>f) Teacher monitors student performance closely.</p> <p>g) Identify any students with English language difficulties</p> <p>h) A student who has difficulties with English language proficiency is referred to Student Life.</p>	<p>Teacher</p> <p>Teacher</p> <p>Course Manager (Higher Education) (Discipline)</p>
<p>Course Manager (Higher Education) (Discipline) must inform International if an international student is classified as being at risk.</p>	<p>Course Manager (Higher Education) (Discipline)/Teacher</p>
<p>At the end of week 10 of each semester:</p>	<p>Teacher/Course Manager (Higher Education) (Discipline)</p>
<p>a) Teacher reports to course leader about progress of student 'at risk'</p> <p>b) Review of students at risk status using assessment outcomes and attendance register. 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>	<p>Teacher/Course Manager (Higher Education) (Discipline)</p>
<p>Minimum requirements are:</p> <ul style="list-style-type: none">• an attendance of more than 60% of classes• pass grade for first assessment• timely submission of assessment	
<p>c) Student is informed in writing of the outcome of the review. If he/she remains at risk, a second meeting with teacher(s) and the Course Manager (Higher Education Discipline) will reinforce or adjust the study plan.</p>	<p>Teacher/Course Manager (Higher Education) (Discipline)</p>
<p>d) A student at risk of failing two subjects or more is informed of consequences as outlined in Higher Education Student Progression Policy</p>	<p>Course Manager (Higher Education) (Discipline)</p>
<p>e) New students at risk of failing a subject or at risk of unsatisfactory performance are identified and reported to the Course Manager (Higher Education) (Discipline). Student is informed in writing and the same procedure as described in week 5 review applies.</p>	<p>Course Manager (Higher Education) (Discipline)</p>
<p>f) Meeting notes, study plans, correspondence and other related documents are to be filed for 3 years</p>	<p>Course Manager (Higher Education) (Discipline)</p>
<p>At the end of semester:</p>	
<p>a) Fail of a subject the first time:</p> <ul style="list-style-type: none">• A student who has failed a subject the first time has to repeat the subject	
<p>b) Multiple failure of a subject:</p> <ul style="list-style-type: none">• If a student fails the same subject the second time the Course Manager (Higher Education) (Discipline) may: (i) Issue a warning to the student	<p>Course Manager (Higher Education) (Discipline)</p>

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<p>(ii) Place a restriction on the student's enrolment or (iii) Exclude this student from study of the subject for up to twelve (12) months.</p> <ul style="list-style-type: none">The student has the right of appeal to the Academic Appeals Committee. <p>c) Multiple fails of multiple subjects:</p> <ul style="list-style-type: none">If a student fails the multiple subjects for the second time the Course Manager (Higher Education) (Discipline) may:<ul style="list-style-type: none">(i) Place a restriction on the student's enrolment or(ii) Exclude this student from study of the subject for twelve (12) months.The student has the right of appeal to the Academic Appeals Committee. <p>d) Conditional enrolment:</p> <ul style="list-style-type: none">If a student has failed 50% of the subjects or more in one semester his or her academic performance is classified as unsatisfactory and the student is enrolled in a conditional enrolment.A student on conditional enrolment must consult the Course Manager (Higher Education) (Discipline) and a study plan has to be developed that outlines support that is offered to the student by the Institute.	<p>Course Manager (Higher Education) (Discipline)</p> <p>Student/ Course Manager (Higher Education) (Discipline)</p>
<p>2. Exclusion of study</p> <p>The following cases cause a student to be excluded from study of the course for up to 12 (twelve) months.</p> <ul style="list-style-type: none">Multiple failure of the same subjectMultiple failure of multiple subjectsAny student whose academic performance remains unsatisfactory during the period of conditional enrolment <p>The Course Manager (Higher Education) (Discipline) informs the student in writing. The student has the right of appeal to the Academic Appeals Committee.</p> <p>Following the period of exclusion, the student must contact the Course Manager (Higher Education) (Discipline) and show evidence that satisfactory academic progress can be achieved.</p> <p>If the student continues to have unsatisfactory academic course progress after a period of exclusion, the student must make a written submission to show due cause to remain in the course of study. An Academic Progression panel will be formed to determine further actions which may include:</p>	<p>Course Manager (Higher Education) (Discipline)</p> <p>Student</p> <p>Academic Progression Panel</p>

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- (i) A further period of exclusion of the student from study of the subject(s) for up to twelve (12) months with recommendations for support to achieve a satisfactory outcome or
- (ii) Cancellation of enrolment if it is unlikely satisfactory academic progress can be achieved

The Academic Progression Panel will consist of the Course Manager (Higher Education) (Discipline) and two members of HEBOS or higher education teachers who do not report to the Course Manager. An Administrative Officer may be present but will not have voting rights.

The Academic Progression Panel will write to the Registrar providing the outcome of the meeting and will notify the student of the outcome within three (3) days of the decision.

The student has the right of appeal to the Academic Appeals Committee.

7 Related Documents

7.1 Documents

Higher Education Student Progression Policy

Inbound International Student Monitoring Course Progression Policy

Inbound International Student Monitoring Course Progression Procedure

Complaint Policy: Student, Customer and Stakeholder

Complaint Procedure: Student, Customer and Stakeholder

7.2 Risk/Opportunity Assessment

Risk/Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Progression tracked incorrectly	Low	Low		Higher education teaching staff briefed on progression requirements and reporting obligations

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8 Process Flowcharts

Nil

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