

ACADEMIC PROGRESSION & INTERVENTION POLICY

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1 Purpose

1.1 Context

This policy outlines the principles (and procedures) for academic progression at UBSS and the intervention strategies available to students experiencing difficulties in maintaining satisfactory progression.

2 Scope

2.1 Rationale

International and local students are required to maintain satisfactory academic progress to meet the requirements of their course of study and ensure appropriate learning outcomes. In addition, international students must meet their visa requirement that they complete their course within the period of their CoE.

2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000

3 Definitions

Item	Definition
Academic Warning	An Academic Warning is a formal warning letter sent electronically to students who fail to maintain satisfactory academic progress.

Item	Definition
Attendance	<p>Attendance refers to students physically and regularly attending classes at the UBSS campus. An attendance rate during trimester periods of 80 percent or higher is strongly recommended as a key strategy for maintaining satisfactory academic progress.</p> <p>Attendance rates for each student are measured and stored on the MyGCA system. The data are collected by having students scan their identification card in classrooms at the beginning and end of each class. This includes Foundation students.</p>
CoE	<p>CoE: refers to Confirmation of Enrolment. Upon successful application to study in a course at UBSS, a student is granted a CoE that is valid typically for the maximum full-time duration of the course. CoE periods are reduced when an applicant has been granted Credit Transfer for previous studies.</p> <p>CoE periods for international students are not extended unless approved by the Executive Dean based on relevant supporting evidence.</p>
Intervention Strategies	<p>Intervention Strategies refer to strategies adopted by UBSS to support students having difficulty making satisfactory academic progress. They include the provision of academic learning support and English language support to enhance academic knowledge and skills, as well as pastoral care or counselling when non-academic matters are identified as a major reason for students failing to make satisfactory progress.</p>

4 Academic Progression and Intervention

There is a formal warning which is issued to students who fail to make satisfactory academic progress.

4.1 Academic Warning Letter Issued

The Academic Warning letter issued to a student during any one study period is based on one or more of the following:

- a. Fails to attend a minimum of 60% of the teaching sessions and /or
- b. Failure to submit their first assessment item without an approved extension of time or failure to attend the first Mid-Trimester Test.

- c. A report from the Program Director that the student has plagiarised extensively in their first assessment item;
- d. A report from the MyGCA attendance system that the student has failed to attend classes in the first two weeks of trimester without providing a medical certificate;
- e. Poor academic performance (a mark of less than 30 percent) in their first assessment item.

An Academic warning letter is a serious issue and students who have been issued with such a letter may be subject to cancellation of their COE and expulsion from the school.

4.2 Academic Warning students at Risk

After receiving the Academic Warning Letter, the student is considered to be a **at risk** of not achieving satisfactory Academic Progress and, after be advised of such by the school, will be required to undertake remedial action as requested by the Executive Dean or relevant Program Director, including but not limited to;

- Attending counselling with the respective Program Director/and or subject lecturer
- Attending designated learning and support classes offered by UBSS
- Attending other support classes such as PASS as direct by the office of the Executive Dean
- And / or fails to maintain attendance above 70% for the remainder of the trimester

Any student who has been issued an Academic Warning letter in the either of the previous two (2) consecutive study periods will be considered at risk of not achieving satisfactory Academic progress, and may have their CoE cancelled in accordance with section 4.3 of this policy

4.3 Discontinuation of Studies – non-Achievement of Academic progress

Students who have received an academic warning **in either of the previous two (2) consecutive study periods may** have their enrolment at UBSS discontinued by the **Executive Dean** under delegated authority by the Academic Senate. A student who

1. Has been issued with an Academic Warning letter and
2. The student fails to complete 50% of subjects attempted in any one study period and, or
3. The student fails any subject for a second time

Will be considered **not to** have successfully achieved the required Academic Progression under this policy and may be subject to expulsion from the School and cancellation of the CoE in accordance with the UBSS policy refer 4.6.3.

Such students receive notification in writing with the reasons for their discontinuation explained, and have a right to appeal (externally) via the UBSS published academic grievance procedure. Affected international students are reported to DIBP for visa cancellation.

4.4 Maximum Course Duration

The standard completion time for a degree course is three years of full-time study for an undergraduate degree and two years of full-time study for an MBA. The actual completion may be reduced if the student receives credit transfers (maximum of one-year reduction for undergraduate degrees and one-trimester reduction for MBA). International students must adhere to their CoE period and associated visa approval period.

International students are required to maintain a full-time study load (eight subjects in a calendar year across three trimesters is standard) to ensure they can make satisfactory academic progress and complete their course within their CoE period.

4.5 Multiple Failures in same subject

Students who fail the same subject twice are required to seek approval and counsel from the Executive Dean (or delegate) prior to enrolling in the subject for a third time. Students who fail the same subject three times are refused further enrolment in the subject, and may be excluded from the course.

In such instances, the student's case is brought to the Executive Dean, who will review the circumstances as well as the student's overall academic performance, and advises whether the student is excluded from the course.

The Academic Senate may recommend that the failed subject be replaced with a similar subject or assessment task (for Foundation program students only) at the same level. External accreditation requirements are also considered in such cases. Final approval rests with the Executive Dean, who is also responsible for providing a documented outcome, including the rationale for the decision, to the student.

4.6 Application of Academic Progression & Intervention Policy

4.6.1 Academic Warning

During each trimester, students who fail to maintain satisfactory academic progress are issued with an Academic Warning.

Academic Warnings are very important, and students are expected to take them seriously.

Students who receive an Academic Warning have the options of:

Contacting Student Services within 20 working days of the Academic Warning letter being issued and requesting access to the UBSS intervention strategies (academic and non-academic) outlined in Section 6.0 of this Manual. The **Executive Dean** or delegate can also meet with the student at the

latter's request to discuss the type of intervention (academic or non-academic) that is most appropriate and to prepare and document an action plan. This approach is highly recommended; Appealing the Warning within 20 working days of its issue. Appeals, supported by relevant evidence, must be lodged via MyGCA (as explained in the Warning letter).

4.6.2 Assessment & Appeals

Appeals submitted within the 20-day period are assessed by the **Executive Dean** or delegate. Assessment may include consultation with relevant staff. Decisions on whether to uphold or dismiss appeals are based on the statement provided by the student and other factors that include, but are not limited to:

Relevance and timeliness of evidence provided by the student, such as a medical certificate, counsellor's report or police report. Detailed information is provided at:

<http://www.mcnsw.org.au/page/old-policies/medical-certificates-policy/>

Evidence of previous attempts by the student to try to rectify poor performance; Administrative error or oversight by UBSS/GCA;

Multiple failures in the same subject (an alternate subject may be recommended).

The student is advised of the outcome of their appeal via the MyGCA system. Students who are dissatisfied with the outcome and explanation have the option of lodging an academic grievance as per the UBSS Academic Grievance Policy.

4.6.3 Show Cause

A student who has received an Academic Warning and who has not responded to the warning either by seeking intervention or by submitting an appeal is sent a letter through their MyGCA account asking them to **show cause** to the Executive Dean as to why they should not be excluded from their course due to poor academic performance. The student may appeal the show-cause letter.

Students who do not respond to a show cause letter by the due date or who appeal but have their appeal dismissed are excluded from their course by the Executive Dean by authority delegated by the **Academic Senate**.

Appeal applications or reasons provided informally by a student (by the show-cause due date only) must be evidence-based and are considered on a case-by-case basis, taking into account the student's history at UBSS.

4.7 Access to Intervention Strategies

UBSS provides academic and non-academic intervention strategies to assist students who are placed on Academic Warning, as well as for students who request access to these strategies for any other reason.

4.7.1 Academic Intervention Strategies

Where a student and/or a member of UBSS staff identify academic matters (such as English language difficulties, poor study skills and inadequate referencing/research skills) as a reason for the student failing to maintain satisfactory academic progress, the student is requested to contact Student Services who will organise one or more of the following strategies:

Where the problem is academic and specific (e.g., low attendance or incorrect referencing), consultation with or counselling by a full-time member of the academic staff. Actions taken are documented and placed on the student’s journal;

Where the problem is academic and general, enrolment in the UBSS “Business Communications” subject and attendance and successful completion all assessments for the compulsory component on study skills to resolve general academic issues; OR enrolment in the Central College “Study Ethics” subject. The student is expected to complete this requirement while maintaining a minimum full-time study load (three subjects);

Where inadequate English-language skills are identified as the source of the difficulties, access to an appropriate English for Academic Purposes (EAP) course at GCA Metro College.

The student also has the option of discussing their situation with the **Executive Dean** or delegate, who can then prepare and document a suitable intervention plan.

4.7.2 Non-Academic Intervention Strategies

Where the student and/or a member of UBSS staff identifies a non-academic matter(s) as the main cause of the student’s failure to maintain satisfactory academic progress, the student is requested to contact Student Services, who will organise appropriate assistance in line with the GCA International Student Support Services Policy or GCA Student Welfare Policy.

Student Services make any initial arrangements considered necessary on the student’s behalf, with the consent of the student.

The student also has the option of discussing their situation with the **Executive Dean** or delegate, who can then prepare and document a suitable intervention plan.

5 Document Change Control

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