Academic Progression and Exclusion Policy

1. Purpose

UNSW College (College) offers a range of higher education award programs and non-award programs that assist students in transitioning to university.

The College recognises that students from all educational backgrounds benefit from a supportive learning environment to achieve successful outcomes.

This Policy provides the principles and guidelines for managing and supporting student progress through a course or program of study. It particularly supports students at risk of poor academic performance, which could impact their academic progress and may result in a breach of the student's enrolment conditions, suspension or exclusion. With early intervention the more serious consequences of continued poor performance can be prevented.

The Student Progress Team, Student Wellbeing Team, academic staff, and College Directors will guide students who require support according to this policy.

2. Scope

This Policy applies to students enrolled in:

(a) all College programs;

(b) all College students, including international students on a student visa and Australian domestic students; and

(c) all modes of delivery, including online, face to face and hybrid.

Certain parts of this Policy only apply to students enrolled in certain programs, and this will be made clear from the context.

3. Policy statement

The College approach to managing and supporting students deemed "at-risk" is guided by the following principles:

(a) student progression and at-risk frameworks must be consistent with the regulatory framework in which the College operates, including the _ESOS National Code_, the _Higher Education Standards Framework_ and _Foundation Program Standards_;

(b) international students must comply with the progression and enrolment conditions of their student visa;

(c) admission standards for academic and English proficiency are designed to ensure students are adequately prepared to engage in the selected program of study;

(d) Recognition of Prior Learning (RPL) and any credit granted must not disadvantage a student;

(e) students are made aware of program specific requirements, including assumed knowledge, in the Student Handbook, prior to entry and again during orientation

students are made aware of requirements for subsequent progression to a preferred UNSW degree, in the Student Handbook, prior to College entry and again during orientation;

(f) students are made aware of academic support available during orientation and throughout their program;

(g) where relevant, on commencement of each course, students are made aware of all requirements to achieve a pass or equivalent grade;

(h) the College monitors student progress and offers support to students who are at-risk of not maintaining satisfactory academic progress;

(i) periodic analysis of outcomes for varying student cohorts informs tailored support strategies and admission criteria reviews;

(j) students are responsible for maintaining satisfactory academic progress and actively engaging in support strategies as required;

(k) failure to meet satisfactory academic progress requirements and/or engage in supportive intervention strategies may result in enrolment conditions, Suspension, or Exclusion from the College. Students have the right to appeal such decisions.

4. Academic progress requirements

(a) Academic Risk Levels are the measure by which student success is evaluated in a program of study. There are three levels of risk which guide students and staff on the level of support required and likelihood of a student succeeding. The three levels include:

Risk Level 1: Initial signs of a student being at-risk.

Risk Level 2: Ongoing concerns of a student being at-risk beyond a single term or initial multiple risk indicators.

Risk Level 3: Student is at significant risk of not successfully completing their program of study and is facing Suspension or Exclusion.

(b) Students who fail to meet progress requirements may be deemed 'at-risk', resulting in:

i. implementation of College intervention and support strategies outlined in the Academic Progression and Exclusion Procedure; and/or

ii. a breach of enrolment conditions, leading to Suspension or Exclusion from the College.

(c) The following progression requirements apply to all programs:

4.1 Maximum time for completion

(a) Academic programs consisting of more than one term of study (FS, Dip, Bachelors), must be completed within the minimum completion time of 2n, where 'n' is the minimum duration in which the program can be completed. This is irrespective of any approved or non-approved absences, including Program Leave or Leave of Absence. For example:

  i. a one-year College Diploma program must be completed within two (2) years of commencement; and

  ii. a three-year College degree program must be completed within sixr (6) years of commencement.

(b) ELICOS courses must be completed within the minimum duration of the course. Where a student has been granted Leave of Absence, the maximum time a student has to complete the course commences from the time the student re-enters the course. For example:

  • UEEC15 must be completed within 15 teaching weeks.

  • Where a student is granted Leave of Absence for UEEC20 in Week 8, they can re-enter at the stage of UEEC15 and must complete the course within 15 teaching weeks from the point of re-entering the course.

(c) Students at-risk of not completing within the maximum time are assigned a Risk Level 3 (see Academic Progression and Exclusion Procedure) and are asked to 'show-cause' as to why they should be allowed to remain in the program. The show cause documentation is considered by a College Director or nominee and, if the student demonstrates that they should be allowed to remain in the program, may result in a plan to complete the program within a specified timeframe.

(d) Reduced study loads will need to be managed within the maximum time for completion.

4.2 Study load

(a) The study load for Academic English courses is expressed in terms of scheduled teaching hours per week. A full-time student will undertake a minimum of 20 hours per week of scheduled classes for between 5 and 30 weeks.

(b) The study load for all other College programs is the total number of units of credit (UOC) attempted in a term or study period. Each course within a College program is typically worth 6 UoC.

(c) To complete a program in minimum time:

  i. a diploma student will complete between 48 to 54 UoC in an academic year;

  ii. a bachelor degree student will typically complete 48 UoC per academic year;

  iii. a Pre-Masters student will typically complete up to 18 UoC in an academic Term; and

  iv. a Foundation Studies student will typically complete 48 to 50 UoC across a

Foundation Studies or Transition Program.

(d) For more detail regarding full-time and part-time study loads, students should refer to the UNSW College Enrolment Policy.

(e) Students deemed "at-risk" of poor academic performance may have enrolment conditions imposed on them as part of an intervention strategy, which may result in less than a full-time load.

4.3 Repeated fails

(a) Students who fail the same course twice are considered to be at significant risk of not succeeding (Risk Level 3) and will need to show cause as to why they should be allowed to remain in the program. A College Director or nominee will determine whether the student should be Suspended or Excluded.

(b) Students who fail more than half of all courses across a program of study, or across consecutive Terms if they are enrolled in an 11-month (or longer) program, are considered to be at significant risk of not succeeding (Risk Level 3) and will need to show cause as to why they should be allowed to remain in the program. A College Director or nominee will determine whether the student should be Suspended or Excluded.

(c) The decision to Suspend or Exclude a student will be based on a number of factors including participation in intervention strategies, attendance and participation in tutorials or peer-tutoring programs, and attendance at scheduled teacher-led consultations. See Academic Progression and Exclusion Procedure for details.

4.4 International students

(a) International students studying in Australia on a student visa must also comply with the progression and enrolment conditions of their visa. The College is required to monitor and report students who do not meet certain conditions to the Australian Government, in accordance with:

   i. the ESOS Act and ESOS National Code;

   ii. the International Student Transfers Between Registered Providers Policy and related Procedure; and

   iii. PRISMS Reporting Procedure.

5. Risk Assessment Levels for 'At Risk' Students:

(a) Students not satisfactorily progressing in their study or engaging in the learning process are at risk of breaching enrolment conditions, Suspension, or Exclusion. Early identification of students at risk enables intervention and support.

(b) At risk assessment ratings determine the level of risk assigned to a student and the subsequent intervention:

   i. Level 1: initial signs of a student being at-risk with encouragement to access available academic and/or welfare support;

ii. <u>Level 2</u>: ongoing concerns of a student being at-risk beyond a single term or multiple risk indicators with students then required to meet with a Student Progress Advisor for subsequent intervention and support;

iii. <u>Level 3</u>: student is at significant risk of facing possible Suspension or Exclusion. Students are required to 'show-cause' as to why they should be allowed to remain in the program. During the show cause process, a student will meet with a College Director or their nominee. Any subsequent enrolment must be approved, and conditions may be imposed. See Academic Progression and Exclusion Procedure for further details and 4.1 and 4.3 above.

(c) The College monitors a range of indicators that identify students at risk, including:

i. poor performance on diagnostic tests;

ii. poor outcomes in early formative assessment;

iii. failure to complete assessments;

iv. non-attendance at exams;

v. unsatisfactory attendance, such as less than 80% attendance at classes;

vi. minimal class participation or engagement; and

vii. failure of the same course for a second time, or failure of more than half of all courses across a program of study or across consecutive Terms if an 11-month program (or longer), are considered a significant risk and assigned a <u>Risk Level 3</u> rating.

(d) See the Academic Progression and Exclusion Procedure for further detail on:

i. relevant indicators for identifying students at risk;

ii. risk assessment levels; and

iii. early intervention strategies.

6. Learning support

(a) In addition to smaller class sizes for face-to-face learning, the College provides a range of learning support services to all students, both online and in person, which include:

i. language enhancement help;

ii. peer -assisted learning;

iii. teacher-led consultations offering assignment and coursework help;

iv. consultations with Student Progress Advisers;

v. sessions to help with student success, including topics such as managing online study, setting academic goals, developing good study habits, and time management.

(b) Student Wellbeing Advisers are also available to assist with any personal wellbeing matters that help support stronger academic outcomes and satisfactory academic progression.

7. Consequences of not maintaining satisfactory academic progression

7.1 Show cause

Students who are at Risk Levels 2 or 3 and are not progressing satisfactorily in their program of study may be asked to show cause as to why their enrolment should continue. The College will consider all written documentation supplied by the student when determining whether enrolment should continue and, if so, what (if any) conditions should be imposed.

Students that fail to submit show cause will automatically be Suspended or Excluded depending on their Risk Level.

7.2 Suspension

(a) Students can be Suspended for unsatisfactory academic progress.

(b) International students should seek advice from the Department of Home Affairs on the impact of Suspension on their visa, as the usual result would be that they would need to return home.

(c) During the period of Suspension, students are not permitted to undertake studies in an alternative College program to that from which they have been Suspended.

7.3 Exclusion

(a) Students may be Excluded from a program for unsatisfactory academic progress (or as a penalty for misconduct), either permanently or for a specific period. Where applied, the student's enrolment will be cancelled. International students should seek advice from the Department of Home Affairs on the impact of Exclusion on their visa, as they may need to return home.

(b) At the end of the Exclusion period, the student may re-apply for re-admission to the College under relevant admissions processes. There is no automatic right of re-admission.

(c) During the period of Exclusion, students are not permitted to undertake studies in any College program.

(d) The Academic Progression and Exclusion Procedure provides further details on the above processes, including re-enrolment or re-admission following a period of Suspension or Exclusion.

8. Student appeals

A student who has been excluded or suspended from a program may apply for a review of the decision according to the Student Appeal Policy and Student Appeal Procedure.

9.   Roles, responsibilities, and delegations

See [Academic Progression and Exclusion Procedure](#).

10.   Definitions and Acronyms

See [Academic Progression and Exclusion Procedure](#).

Related Policy Documents and Supporting Documents	
Legislation and policy frameworks	• Higher Education Support Act 2003 (Cth) • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency Act 2011 (Cth) • Australian Qualifications Framework • Education Services for Overseas Students Act 2000 (Cth) • Foundation Program Standards 2021 • ELICOS National Standards • National Code of Practice for providers of Education and Training to Overseas Students 2018 (Cth)
Policy	• Admissions Policy • Student Appeal Policy • Enrolment Policy • Recognition of Prior Learning and Credit Transfer Policy
Procedures	• Academic Progression and Exclusion Procedure • Admissions Procedure • Student Appeal Procedure • Recognition of Prior Learning and Credit Transfer Procedure

11.   Policy Governance

Academic Progression and Exclusion Policy	
Category/Business Group	Academic Programs
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director Academic
Contact Officer	Compliance Manager
Effective Date	25 July 2024
Next Review Date	25 July 2027
Version	3.0

12. Revision History

Version	Approved by	Approval date	Effective date	Sections modified
3.0	Academic Board	25 July 2024	25 July 2024	Inclusion of ELICOS minimum duration of completion detail
2.0	Academic Board	07 September 2023	07 September 2023	Multiple sections
1.0	Academic Board	08 August 2023	08 August 2023	-

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