

These Procedures support the *Academic Progression Policy*

Procedure Owner: Director of Studies
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1. INTENT

- 1.1 These Procedures outline Edith Cowan College’s (‘ECC’ or the ‘College’) processes for the determination of Student Progression through ELICOS Courses.
- 1.2 This Policy is designed to ensure that ECC English Language Centre Students are managed in accordance with the requirements of the *ESOS Act 2000* and the *ELICOS National Standards 2018*.

2. ORGANISATIONAL SCOPE

- 2.1 This policy applies to all Enrolled ELICOS Students and ELICOS Staff.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to these Procedures.

4. PROCEDURES CONTENT:

Time Requirements for Completion

- 4.1 Students must complete their ELICOS Course within the period that is two times the College's standard full-time duration of the Course, plus two years, calculated from the date the Student's first Module in the Course commences.
- 4.2 During the 10-week ELICOS Study Period, the Progress of each Student is monitored and analysed and strategies are implemented to support Students who may be At Risk.
- 4.3 The Director of Studies may approve an application for a Student to take longer than the prescribed time to complete the Course on the basis of:
- Compassionate or Compelling Circumstances beyond the Student's control; and/or
 - as part of documented Intervention Strategy.
- 4.4 Where a Student has not completed a Course within the period referred to in 4.1, then subject to Clause 4.2, the Board of Examiners may decline to recognise any Modules completed outside that period as Credit towards that Course and may require a Student to repeat any excluded Modules.

Use of Recognised English Tests

- 4.5 Language Level assessment and class placement of Students in ELICOS classes is based on a recognized entrance test such as Pearson Test of English, IELTS test or TOEFL test:

IELTS Entry and Exit Points for ELICOS Programs									
Levels	GE0	GE1	GE2	AE1	AE2	AE3	AE4	AE5	AE6
ECC and ECU Entry						ECC Diploma	ECU Under-grad or ECC PQP	ECU Post-Grad	ECU Higher Levels
IELTS entry for each Level	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0	6.5
IELTS exit for each Level	3.0	3.5	4.0	4.5	5.0	5.5	6.0	6.5	7.0

Determination of Academic Progress

- 4.6 At the end of each ELICOS Study Period, the ELICOS Board of Examiners will determine:
- whether a Student has achieved enough in their Course to move to a higher level;
 - the Student's eligibility to Graduate;
 - the Student's ELICOS Progression Status.

4.7 The Academic Progression Statuses for ELICOS Students are as follows:

ELICOS Courses	
Progression Status	Basis for Progression Status
BA (ELICOS Achieved)	Student has achieved enough in their Course to move to a higher Level or complete the Course successfully.
BNA (ELICOS Not Achieved)	Student has not achieved enough in their Course to move to a higher Level or has not completed the Course successfully.
F1	Failing ELICOS Course or Level for the first time.
F2	Failing ELICOS Course or Level for the second time.
F3	Failing ELICOS Course or Level for the third time.

4.8 The conditions for Progression within ELICOS and from ELICOS to higher Courses are as follows:

ELICOS		
Type of Progression	Conditions for Progression	Time of Progression
From GE to AE	Student achieves 65% required pass mark in GE class and satisfactory attendance.	At the end of a 5 or 10-week Course
From one IE Level to a higher AE Level	Student achieves 65% required pass mark in AE class and satisfactory attendance.	At the end of a 5 or 10-week Course
From AE to ECC Pathway	Student achieves 65% required pass mark in AE3.	At the commencement of ECC trimester
From AE to ECU Undergraduate or Postgraduate Courses	Student achieves 65% pass mark in AE4 (undergraduate) or AE5 (postgraduate).	Prior to commencement of ECU semester 1 or 2
From AE to ECC PQP Course Stage 2	Student achieves 65% required pass mark in AE4 and satisfactory attendance.	At the commencement of ECC trimester

4.9 Progression Status does not transfer with the Student if they progress from ELICOS to a higher- Level Course (e.g. Diploma).

Red Status – Risk Exclusion: Mandatory Student at Risk Planning

4.10 If a Student has a **Red Status**, Student and Academic Services will notify the Student in writing, following the release of results, informing them of their ELICOS Progression Status.

4.11 The Director of Studies (or Nominee) will meet with the Student in order to:

- a) review the Student's record and level of participation and engagement in ELICOS studies;
- b) discuss reasons for the Student reaching a **Red Status**;

- c) create a *Student at Risk* plan identifying actions to be taken, which are agreed to by the Student; and
 - d) outline the implications of not achieving satisfactory Progress and/or subsequently failing.
- 4.12 Appropriate actions for a *Student at Risk* plan (**Red Status**) include:
- a) adhering to conditions on Enrolment;
 - b) meeting with a Level Coordinator or Director of Studies;
 - c) improving satisfactory participation and engagement;
 - d) accessing English language support;
 - e) accessing other relevant support services; and
 - g) seeking peer support.

Purple Status

- 4.13 If a Student is given a **Purple Status**, Student and Academic Services will notify the Student in writing, following the release of results, informing them of their ELICOS Progression Status, and alerting the Student to the *Enrolment Policy*.
- 4.14 An International Student who meets the criteria for 'Exclusion' Progression status will be identified for reporting to Immigration for poor Progress. The Student will be sent an 'Intent to Exclude' notice. The Student will be instructed to make an appointment with the Director of Studies (or Nominee) within thirty (30) Calendar Days should they wish to Appeal the decision to report and present any additional information or evidence which may alter their Progression Status.
- 4.15 If following an 'Intent to Exclude' notice, the Student has not Appealed within the timeframe outlined in Clause 4.14, the Student is deemed to have Withdrawn from the process, or the process is completed without alteration to the original decision, the Student will be reported to Immigration for poor academic Progress.
- 4.16 If, following an 'Intent to Exclude' notice, the Student has not completed the Appeals process within the Appeal notice period or if the Appeal was unsuccessful, the Student will be Excluded.
- 4.17 Consideration will be given to Students who demonstrate that their poor academic Progress resulted from Exceptional Circumstances that ECC or the ESOS Act (Standard 9) deems to be Compassionate or Compelling grounds which are beyond the control of the Student and which have an impact on their Course Progress or wellbeing.

Timeframes and Re-enrolment

- 4.18 A Student who withdraws from a Course and subsequently wishes to return, must meet current entry requirements and may be required to complete the Course under a modified structure. This may require more time for completion.
- 4.19 A Student who fails an ELICOS class/Level and is required to repeat Module B, must complete Module B at the next available/scheduled ELICOS start date. If the Student does not enroll in the next available Module B component, the Student will be required to complete 10 weeks of ELICOS study (Modules A and B).

Eligibility to Graduate

- 4.20 Students who have completed each Level of their ELICOS Course enrolment will receive an ELICOS Achievement Certificate showing the duration of their English Course, the name of the Course (e.g. AE4), their attendance percentage and their final result (percentage). Students also receive a transcript of their results for all assessments and tests.

Review of ELICOS Progression Status

- 4.21 A Student who has reason to believe that their ELICOS Progression Status does not reflect their Academic Progression in their Course, may ask for a Formal Review of their ELICOS Progress Status determination on any one or more of the following grounds:
- the College has not adhered to its relevant Policies and Procedures;
 - there has been a clear error by the College which has adversely affected the Student's ELICOS Progression Status; or
 - the Student has experienced unexpected and exceptional personal or medical circumstances beyond the Student's control, provided that the Student can demonstrate with evidence that such circumstances:
 - have had a substantially negative affect on the Student's ability to participate in or study for the relevant Module during the relevant Study Period;
 - such circumstances were not reasonably foreseeable before the relevant Study Period began; and
 - where a Learning and Assessment Plan is in place, that such circumstances fall outside or, or are a substantial deviation from the content of, the Learning and Assessment Plan.
- 4.22 The existence of any of the circumstances in Clause 4.21 does not in itself mean that a Formal Review of ELICOS Progression Status will be successful, or that a Student will be allowed to repeat a Module where this is not permitted by policy or procedure.
- 4.23 A Student may not request an ELICOS Progression Status Review on any of the following grounds:
- personal, financial, visa or medical problems not referred to in Clause 4.21;

- b) financial, career, visa or other personal implications of the ELICOS Progression Status given;
 - c) results received by the Student, or by other Students, in Modules completed at the College;
 - d) the amount of work done or effort given by the Student; or
 - e) the effect that an Outcome imposed for Academic Misconduct or Academic Breach may have had on their Academic Progression Status.
- 4.24 A request for a Formal Review of ELICOS Progression Status must be lodged within twenty-one (21) Calendar Days of the written notification by Student and Academic Services.
- 4.25 Where a Student wishes to lodge a request for a Formal Review outside of the periods described in Clause 4.24, the Student must include reasons and sufficient evidence as to why their request should be considered out-of-time. The Director of Studies may in their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the College, approve for review a request submitted outside of this period.
- 4.26 A request that does not use the Prescribed Process, is incomplete or inadequate, does not provide relevant evidence, or seeks an outcome that is not permissible under these Procedures, will be returned to the Student, providing reasons for the rejection and notifying the Student that they may resubmit the request within a further seven (7) Calendar Days.
- 4.27 Once accepted or resubmitted, the request will be referred to the Director of Studies. A Formal Review will be conducted and determined by the Director of Studies (or Nominee). If the Director of Studies has a Conflict of Interest, they will refer the request to a Level Coordinator who is not conflicted.
- 4.28 In conducting the review, the Director of Studies may, but is not obliged to:
- a) consult with any relevant Staff member; and
 - b) seek advice from relevant subject matter experts within the College, provided such experts do not have a Conflict of Interest.
- 4.29 Within fourteen (14) Calendar Days of the Student's request for a Formal Review:
- a) the Director of Studies:
 - i. will determine if there exists a basis for a review of the ELICOS Progression Status;
 - ii. may nominate an alternative qualified person (which may be themselves) to conduct or participate in a review or recommend an adjustment to the Result/Grade; and will determine (with reasons) whether the ELICOS Progression Status should be confirmed or changed, and what other actions (if any) are to be taken (a different Intervention Strategy implemented); and
 - b) the College will notify the Student in writing of the Formal Review outcome including reasons for any decision made and will record this notification in its Student management system(s).

- 4.30 Students may Appeal to the Student Appeals Committee a decision on their ELICOS Progression Status reached in a Formal Review, as per the *Student Appeals Policy*.

5. RELATED DOCUMENTS:

- 5.1 These Procedures support the *Academic Progression Policy*.
- 5.2 These Procedures ensure ECC Students are managed responsibly and in accordance with:
*Education Services for Overseas (ESOS) Act 2000 and the National Code 2018
Australian Qualifications Framework (AQF);
ELICOS National Standards 2018; and
TEQSA's Higher Education Standards Framework (Threshold Standards).*

6. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	Director of Studies
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
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7. APPROVAL HISTORY:

PROCEDURES APPROVED BY:	Director of Studies
DATE PROCEDURES FIRST APPROVED:	
DATE LAST MODIFIED:	
REVISION HISTORY:	January 2022. Adoption of a principle-based approach to policy. Title change.
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