

Policy Owner	Academic Director
Contact Officer:	Academic Director
Policy Number:	QTDPO011
Approved by:	ECC Management Group
Date Approved:	Senior Management Group (09/09/19); Learning and Teaching Committee (09/08/19); Academic Council (30/08/19)
Last Reviewed:	September 2019
Related Documents:	Assessment Policy Attendance Policy Complaints and Appeals Policy ECC Governance Structures Progress & Graduation Policy (ELICOS) Recognition of Prior Learning (RPL) Policy

1. Overview

- 1.1. This policy aligns with requirements set out in the:
 - Education Services for Overseas (ESOS) Act 2000 and the National Code 2018
 - National quality assurance frameworks including:
 - Australian Qualifications Framework (AQF)
 - TEQSA's Higher Education Standards Framework (Threshold Standards)
- 1.2. This policy ensures ECC students are managed responsibly and in accordance with the requirements of the ESOS Act 2000, specifically Standard 8 and Standard 9 of the National Code.
- 1.3. Australian Immigration have the view that if an international student holds a Student Visa they should be attending class, studying and passing their units within the period stated on their Confirmation of Enrolment (CoE).

2. Organisational Scope

- 2.1. This policy applies to all students of ECC and its Partner Providers in all Higher Education courses.
- 2.2. See: Progress and Graduation Policy (ELICOS) for policy details applicable to students who are enrolled in ECC ELICOS courses.

3. Definitions

- 3.1. **Board of Examiners:** A review panel that determines the academic progression status of students
- 3.2. **CoE:** Confirmation of Enrolment is a document registered with Immigration to confirm a student's acceptance into a particular course for a specified duration.
- 3.3. **Course progress:** The measure of advancement within a course towards its completion.
- 3.4. **Immigration:** Refers to the Department of Home Affairs, the Australian government agency responsible for issuing students with visas (<https://www.homeaffairs.gov.au/>)
- 3.5. **Institution:** relates to either ECC or its Partner Providers.

- 3.6. **National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018).
- 3.7. **Partner Provider:** an institution that provides a course which is registered by the regulator as being offered by ECC who, for the purposes of this document oversees all matters relating to the delivery of those courses.
- 3.8. **PRISMS:** The Provider Registration and International Student Management System is the database system used to process information given to the Department of Education and Training by registered providers.
- 3.9. **Progression Status:** A status applied to a student's course attempt based on the Board of Examiners' determination of academic progress to date.
- 3.10. **Registered Provider:** ECC is registered as a Non-University Higher Education Provider (NUHEP) for the purposes of delivering Higher Education courses.
- 3.11. **Study Period:** A defined period of study (trimester or semester) in which a student undertakes and completes units of study.
- 3.12. **Unit:** A discrete component of study within a course.

4. Policy Principles

- 4.1. Students are responsible for monitoring their own academic performance, for making progress towards their educational goals and seeking support if and when needed.
- 4.2. ECC staff will work to identify students at risk of poor academic progress to ensure they are offered appropriate support and assistance to achieve their educational goals.
- 4.3. Any student who fails a Unit in their course will be considered at risk of not completing their course within its expected duration. All such students will be subject to an intervention strategy outlined in this policy.

5. Policy Content

- 5.1. ECC monitors, records and assesses the progress of each student in each unit of the course in which the student is enrolled in accordance with this policy.
- 5.2. The Board of Examiners is responsible for conferral of awards and establishing students' progression status.
- 5.3. The ECC Board of Examiners shall consist of at least 3 persons :
 - Academic Director (or nominee) – Chair
 - Manager Student Academic Services (or nominee)
 - At least one Academic Program Coordinator (or nominee)
 - Student Counsellor (or nominee)
- 5.4. The ECC Board of Examiners will be convened at the end of each Study Period, however ad hoc meetings of the Board may be called by the Chair at any time.

5.5. Progress Monitoring

- 5.5.1. During the Study Period the academic progress of each student is monitored and assessed by the lecturing staff of each class.

- 5.5.2. Where a lecturer is aware of student at risk of failing the unit, they are requested to complete a *Student of Concern* form and forward it to the Student Counsellor for attention.
- 5.5.3. Student progress is also monitored by the Academic Program Coordinators through the Early Intervention Strategy and messages are issued to students who appear to be struggling early in the Study Period.
- 5.5.4. Students who are enrolled in an ELICOS course must pass the course to meet English language requirements prior to taking on a full-time equivalent study load.
- 5.5.5. Students who are on either *Risk Academic* or *Risk Exclusion* status (see table below) will not be eligible to enrol in any higher-level course or units until they have completed their lower-level course.

5.6. Progress Assessment

- 5.6.1. Academic Progress is assessed on the basis of a student's performance in a Study Period, but also takes into account his/her overall performance to date in the course in which he/she is currently enrolled. Progression statuses are applied to a student's course attempt:
 - Progression status does not transfer with the student if he/she transfers to a higher level course (e.g. ELICOS – Diploma);
 - Progression status will transfer with the student if he/she transfers from Diploma (Year 1) to Diploma (Year 2). Progression status will transfer if a student transfers to another course at the same level (e.g. Diploma Commerce to Diploma Communication and Creative Industries).
- 5.6.2. At the end of each Study Period, following submission of all Unit results but prior to their publication, the academic progress of all current students is reviewed by a Board of Examiners.
- 5.6.3. A list of all students who meet the criteria of the progress rules outlined below is supplied to the Board of Examiners who will:
 - Confirm or correct the stated outcomes and identify the list of graduates to be conferred with an Award;
 - Confirm or modify the recommended progression status and related intervention.
- 5.6.4. ECC reserves the right to exercise discretion in cases of compassionate or compelling circumstances which are beyond the control of the student and which have an impact on their course progress or well-being.
- 5.6.5. Communications will be generated for students who, due to their academic progress, require intervention as outlined in the table below.

5.7. Progress Rules and Post-Assessment Intervention Strategies

- 5.7.1. At the conclusion of each Study Period students who have poor academic outcomes will be subject to intervention measures. The tables below outline each intervention strategy, the conditions by which each strategy is triggered and the point at which students are deemed to have made unsatisfactory course progress.
- 5.7.2. In accordance with the law, students on a progression status of 'Exclusion' will be permitted to enrol online to enable them to attend classes until the appropriate Complaints and Appeals procedures can be enacted.

**Table of Progression Rules, Statuses and Intervention Strategies:
Higher Education Courses:**

Rule	Student's Academic Progress in a given Study Period	Progression Status to apply next Study Period	Intervention Type	Intervention Description
A	Student passes at least 50% of units but less than 100% (may be at risk of not completing within CoE timeframe)	Good Standing		Not applicable.
B	Student on Good Standing (with no previous caution) fails more than 50% of units in any Study Period	Risk Academic (RA)	Risk Academic notice	All students receive email detailing services available to improve chances of better academic outcomes. Such services include academic support sessions and counselling.
C	Student fails the same unit twice	Risk Exclusion (RX-Unit)	Risk Exclusion notice	Students who fail the same unit twice or failed the last unit in their last Study Period will be issued with a notice warning them of possible exclusion.
D	Continuing student on Good Standing with a previous caution fails more than 50% of units in a Study Period	Risk Exclusion (RX)	Risk Exclusion notice	Student reverts back to previous status with follow up by Academic Program Coordinator. (EG:RA-RX-GS-RX) Student is sent a Risk Exclusion notice directing them to meet with relevant Academic Program Coordinator and agree on remedial actions. Actions involve reducing the study load to 75%. Where deemed appropriate by Board of Examiners, a student may also be directed to complete a lower level course before starting a higher level course; defer their course; or be recommended to change course whilst maintaining contact with Academic Program Coordinator. Student is advised of consequence of not improving academic progress (e.g. Exclusion, reporting to Immigration or transfer)
E	Continuing student on Good Standing with a previous caution studying less than 75% of a full-time load fails one or more units			
F	Student fails the same unit three times	Exclusion (EXC)	Intent to Exclude notice	Student is sent an 'Intent to Exclude notice' advising that he/she will be excluded from ECC and (and if applicable) reported to Immigration for poor academic progress unless they can show, within 20 working days, valid reasons for continued poor progress. Students will be advised of consequences of being reported and given information regarding: <ul style="list-style-type: none"> • ESOS rights/responsibilities • Complaints and Appeals Policy
G	Student on RX status fails more than 50% of units in a Study Period	Exclusion (EXC)	Intent to Exclude notice	
H	Student fails more than 50% of units and has a course attendance of below 80%.	Good Standing to Risk Exclusion (RX)	Risk Exclusion notice	Student is sent a Risk Exclusion notice directing them to meet with relevant Academic Program Coordinator and agree on remedial actions.
		Risk Academic (RA) to Exclusion (EXC)	Intent to Exclude notice	Student is sent an 'Intent to Exclude' notice advising that he/she will be excluded from ECC and (if applicable) reported to Immigration for poor academic progress unless they can show, within 20 working days, valid reasons for continued poor progress. Students will be advised of consequences of being reported and given information regarding: <ul style="list-style-type: none"> • ESOS rights/responsibilities • Complaints and Appeals Policy

**Table of Progression Rules, Statuses and Intervention Strategies:
Post-Graduate Qualifying Program (PQP)**

Rule	Student's Academic Progress in a given Study Period	Progression Status to apply next Study Period	Intervention Type	Intervention Description
I	Student passes less than 100% of units and will not complete within CoE timeframe	Good Standing to Risk Exclusion (RX)	Risk Exclusion notice	<p>Student is sent a Risk Exclusion notice directing him/her to meet with relevant Academic Program Coordinator and agree on remedial actions.</p> <p>Where deemed appropriate by Board of Examiners, the student may also be directed to defer his/her course; Student is advised of consequence of not improving academic progress (ie exclusion and reporting to Immigration for failure to progress)</p>
J	Student fails the same unit twice	Risk Academic (RA) to Exclusion (EXC)	Intent to Exclude notice	<p>Student is sent an 'Intent to Exclude' notice advising that he/she will be excluded from ECC and reported to Immigration for poor academic progress unless they can show, within 20 working days, valid reasons for continued poor progress.</p> <p>Students advised of consequences of being reported and given information regarding:</p> <ul style="list-style-type: none"> • ESOS rights/responsibilities • Complaints and Appeals Policy

5.8 Exclusions and Reporting to Immigration

5.8.1 An **International student** who meets the criteria for 'Exclusion' status will be flagged 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 Academic Director (or nominee) within 20 working days should they wish to appeal the decision to report and present any additional information or evidence which may alter their progression status. The notice will refer the student to the ESOS Framework regarding student rights and responsibilities, and to the Complaints and Appeals Policy. The student will be provided with contact details for conciliation/advocacy support services.

5.8.2 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 and (if applicable) reported to Immigration for poor progress.

5.8.3 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 well-being (e.g. Serious injury or long-term illness where a medical certificate states that the student is unable to attend classes). In such cases, ECC will exempt the student from being reported to Immigration. Following this process, all students remaining on the list will then be reported to Immigration via PRISMS. Once a student is reported for poor progress, ECC will forward the Non-Compliance Notice to the student's email address. Once reported to Immigration, students will have limited access to further appeals processes.

5.8.4 Any **Local student** who meets the criteria for Exclusion status will be sent an 'Intention to Exclude' notice. The student will be instructed to make an appointment with the Academic Director within 20 working days should they wish to appeal the decision and present any additional information or evidence which may alter their progression status. The notice will refer the student to the Complaints and Appeals Policy and contact details for conciliation/advocacy support services.

5.9 Time Frame and Re-Enrolment

5.9.1 The Academic Director 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;
- As part of documented intervention strategy, where a student has been identified as being "at risk";
- Local Students are not subject to Immigration regulations requiring them to study a full-time load as part of a Student Visa condition, hence locals may extend the length of time to complete a course, subject to the provisions of section 5.9.2.

5.9.2 As a general rule, a course may not exceed one year or three times the standard duration of a course (whichever is greater) without written approval from the Academic Director.

5.9.3 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. The clause above will also apply as a condition to continuing a course.

5.9.4 A student who withdraws from ECC without completing a qualification, cannot retrospectively return to ECC and seek an Exemption for Unit(s) completed at another educational provider.

5.10 Graduation and Conferral of Awards

5.10.1 Students who are deemed to have completed all requirements of their enrolled course will have the Award conferred by the ECC Board of Examiners.

5.10.2 The conferral date shall be recorded as the date of the Board of Examiners meeting at which the award was conferred.

5.10.3 A graduation ceremony will be held at least annually.

6. Administrative Procedures

6.1. This policy will be available on the ECC website (www.edithcowancollege.edu.au/policies) for students and distributed to all Academic Staff at induction. Administrative staff who provide advice to students on academic progression issues will be provided with the policy by their respective supervisors.

6.2. Any changes to the Policy and/or procedures will be communicated to staff via email notices.