

Academic Progress

Policy and Procedure

Table of Contents

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS	3
4. POLICY	3
5. PROCEDURE.....	5
5.1. Exceeding Time Limits for Completion of a Qualification	5
5.2. Monitoring Academic Progress - Identification of 'At Risk' Students	5
<i>At enrolment screening</i>	6
<i>During study period screening</i>	6
<i>At the end of study period screening</i>	7
5.3. Meeting with 'At Risk' students.....	7
5.4. Contacting 'At Risk' Students.....	8
5.5. Support and Intervention Strategies	8
5.6. Cancellation of FEE-HELP Entitlements	11
5.7. Intention to Cancel/Report Enrolment Notice	11
5.8. International Students – Duration of Enrolment.....	12
5.9. Evidence	13
6. RELATED DOCUMENTS	13
7. RELEVANT LEGISLATION	13
8. POSITIONS RESPONSIBLE.....	13
9. APPROVAL INFORMATION.....	14

1. PURPOSE

JMC Academy acknowledges the diversity of its student body and the full range of its students' capacities and capabilities. To ensure that all students are treated equitably, JMC Academy monitors student progress to assist in the identification and management of any student who is at risk of not achieving satisfactory academic progress.

The Academic Progress Policy and Procedure outlines JMC Academy's student monitoring processes, prescribes standard time limits for the completion of a qualification, and outlines the steps involved in the situation when students might be at risk of not completing their qualification in the standard time frame (domestic students) or what is specified in their Confirmation of Enrolment (international students).

2. SCOPE

The Academic Progress Policy and Procedure is applicable to all JMC Academy Higher Education qualifications and students.

3. DEFINITIONS

Academic Progress Categories

- Satisfactory Academic Progress
 - student who passes every unit in any given study period.
- Conditional Academic Progress (CAP)
 - student who fails less than 50% of study load (EFTSL) in any study period and **none of the failed units** have been attempted and failed previously.
- Encumbered Academic Progress (EAP)
 - student who fails 50% or more of a study load (EFTSL) in any study period for the first time, or
 - student who fails the same unit for the second time.
- Unsatisfactory Academic Progress (UAP)
 - student who fails 50% or more of a study load (EFTSL) in two consecutive study periods, or
 - student who fails the same unit for the third time.

All definitions are located in the *JMC Academy Glossary*.

4. POLICY

- 4.1. JMC Academy is committed to ensuring that:
 - 4.1.1. All students have satisfactory learning experiences,
 - 4.1.2. All students are supported to successfully complete their studies within the standard time limits and international students are supported to fulfil the requirements of their Confirmation of Enrolments (CoEs) and student visas, and
 - 4.1.3. Issues affecting student academic progress and performance are identified early and addressed adequately.

4.2. Standard time limits for the completion of an award:

Time Limits – maximum time allowed to complete a qualification							
	Undergraduate Certificate ¹	Diploma	Associate Degree	Bachelor's Degree	Graduate Certificate	Graduate Diploma	Master's Degree
Full time study load	0.5 year	2 years	4 years	6 years	0.5 year	2 years	4 years
Part time study load	1 year	4 years	8 years	12 years	1 year	4 years	8 years

- 4.3. For the purposes of calculating time limits, the first day will be the first day of the study period in which the student commences their studies with JMC Academy. Included in the calculation are approved leaves of absence.
- 4.4. JMC Academy will consider requests from students to continue beyond the prescribed time limit in limited circumstances.
- 4.5. In order to fulfil the requirements of their enrolment, students must complete any compulsory training modules required by JMC Academy in addition to their program of study. JMC Academy reserves the right to place certain sanctions against students' academic records, resulting in unit grades being withheld, if these obligations are not met.
- 4.6. JMC Academy will regularly assess and monitor student attendance, completion of assessment tasks, and attainment of learning outcomes for each unit in which the student is enrolled. JMC Academy will monitor academic progress in each study period, identify at-risk students and, for those students, implement one or more support and intervention strategies.
- 4.7. JMC Academy's strategies to monitor and enhance academic progress include identifying a student's needs for additional support and assessing a student's English language proficiency.
- 4.8. Where a student is considered to be 'at risk' of not completing their qualification within the expected duration, they will be afforded support and assistance.
- 4.9. JMC Academy recognises that it is primarily the responsibility of the student to be accountable for their academic performance.
- 4.10. In the event that a student's academic progress remains unsatisfactory, despite academic and pastoral support and assistance, JMC Academy may impose conditions on the student's continued enrolment or exclude the student from further studies.

¹ Based on current advice from TEQSA.

5. PROCEDURE

5.1. Exceeding Time Limits for Completion of a Qualification

- 5.1.1. A student who will not complete their qualification studying either full time or part time within the standard time limit can request to continue their studies. Generally, such a request will be considered only:
- 5.1.1.1. Where the student has one (1) study period (that is a maximum of four (4) units) left to complete to achieve their qualification, and
 - 5.1.1.2. Where any leaves of absence were approved by JMC Academy.
- 5.1.2. Currently enrolled students who have taken unapproved leaves of absence cannot request to continue their studies beyond the publicised time limits.
- 5.1.3. Students who are identified by Student Services as being at risk of exceeding standard time limits are contacted by Student Services for an interview with the Campus Director, the relevant Head of Department (HoD), and the Director of International Services or delegate as appropriate.
- 5.1.3.1. *Interview with Campus Director, Head of Department and the Director of International Services or delegate as appropriate*
At this interview, the student, Campus Director, Head of Department and the Director of International Services or delegate will confirm the student's intention to complete the qualification, and within what realistic timeframe. They forward this information to the Education Services, requesting for the request to extend candidature be placed on the agenda of the next meeting of the Academic Board.
 - 5.1.3.2. *The Academic Board meeting*
The Head of Department speaks to the request, and the Academic Board considers it, and can decide to:
 - Exclude the student, or
 - Place the student on a conditional enrolment,
 - For example: the student can only continue their studies if they pass each and every unit. Should they fail a unit, then they will be excluded from any further study at JMC Academy, and a transcript issued, or
 - Approve the student to continue their studies until all units have been passed.
 - 5.1.3.3. *Working with the student after the meeting of the Academic Board*
 - 5.1.3.4. The Campus Director will advise the student of the Academic Board's decision, and either monitor their progress accordingly, or issue a transcript for all units completed and exclude them from completing the qualification.
- 5.1.4. Where a student has re-enrolled after exiting with a qualification at a lower AQF level, the same time limit to complete the qualification will apply. These students have the same right to request an extension to their candidature if required.

5.2. Monitoring Academic Progress - Identification of 'At Risk' Students

- 5.2.1. At the orientation session students will be advised of the meaning and requirements for academic performance and of the requirement to complete their qualification within the maximum time allowed, i.e., by the scheduled end date.
- 5.2.2. Students may be considered 'at risk' of not achieving satisfactory academic progress are students who:
- 5.2.2.1. At enrolment, during the interview process, have been identified as being potentially at risk of non-completion their qualification without a structured academic support program,
 - 5.2.2.2. Are not achieving satisfactory academic progress during any study period,

- 5.2.2.3. Have experienced 'educational disadvantage' due to:
 - Illness,
 - Disability,
 - Disrupted education,
 - Family problems or misadventure,
- 5.2.2.4. Are referred to the Head of Department by Senior Academic Staff.

At enrolment screening

- 5.2.3. Students who at enrolment are considered to be potentially at risk of non-completion without a structured academic support program.
 - 5.2.3.1. The eligibility of a potential student is assessed at the point of application and interview against the selection criteria. Using the education history provided on the application form and the demonstration of aptitude for academic study at interview, recruitment staff make an initial assessment on whether a student might be potentially at risk of not achieving satisfactory academic progress.
 - 5.2.3.2. At the point of interview, potential 'at risk' students are usually identified as but not limited to:
 - Students who have not completed Year 12 or equivalent,
 - Students who have experienced 'educational disadvantage' (this may include but is not limited to illness, disability, disrupted education, family problems or misadventure),
 - Students from disadvantaged and under-represented groups,
 - Students for whom English is a second language,
 - International students who satisfy the academic entry criteria, but the International Services Office has concerns about the quality of education in the student's home country or the student's recent educational performance is not strong.
 - 5.2.3.3. Where one (1) or more of the above criteria is evident at interview, admissions staff will seek advice from the Head of Department/Academic Staff and/or Campus Director in order to assess the applicant's likelihood of successful completion of studies and recommend a suitable support and intervention strategy to aid the student to advance in their enrolment.
 - 5.2.3.4. The list of students is compiled by the Academic Support Services team and/or Student Services team to contact them, offer support, and for further monitoring of student academic performance.

During study period screening

- 5.2.4. During any study period, lecturers, the Student Services team, and the Academic Support Services team will monitor the participation and progress of the students, ensuring early support and intervention strategy is implemented when necessary to ensure student's academic success.
- 5.2.5. If a student is showing early indications of not being able to successfully complete the unit, such as lack of attendance, lack of participation or activity, failure in assessment submission or/and low scores in an assessment, the lecturer will support the student to improve their performance and succeed academically. This may include referring students to the Academic Support Services team to ensure appropriate support is implemented to aid the student to advance in their enrolment.
- 5.2.6. Any assessment undertaken by students classified as being 'at risk' in any unit in the current study period that results in other than a pass will be recorded and may require

the student to immediately discuss their academic performance with the HoD and/or Campus Director.

- 5.2.7. These students' results will be reviewed by the HoD and/or Campus Director for at least one assessment for each of the units in the study period.
- 5.2.8. Undergraduate students in their first study period who have been identified to be at risk of non-completion of a unit through the failure, or non-submission of an assessment item.
- 5.2.8.1. For non-submitted assessment tasks, the Student Services team compiles the list of students who did not submit their assessment piece and advises respective Head of Department. This occurs around two (2) business days after any assessment due date. Heads of Department, the Academic Support Services team and academic staff work closely to contact students for the next three (3) business days to encourage and support them to submit the assessment piece.
- 5.2.8.2. For failed assessment tasks, the respective Head of Department compiles a list of students as soon as assessment grades are available in the Learning Management System. Heads of Department work closely with the Academic Support Services Team and academic staff to communicate to students their options to resubmit failed assessment task in accordance with the Transition Assistance Program (TAP) as outlined in section 5.5.3.
- 5.2.8.3. If there are indications that the student is at risk of failing 50% or more of their study load in the initial study period, the implementation of a support and intervention strategy is mandatory.

At the end of study period screening

- 5.2.9. Students who, during the course of their studies, fall in the Conditional, Encumbered or Unsatisfactory Academic Progress categories.
- 5.2.9.1. Soon after the end of every study period – or as soon as the results are available at the end of the study period – the Student Services team generates a list of students who failed units and contacts them to offer support by email with a letter attached including comprehensive and detailed instructions.
- 5.2.9.2. The Student Services team will also contact 'at risk' students by telephone and SMS, then email and, as a last resort, by post to arrange for a meeting with the student.
- 5.2.9.3. The academic performance of students classified as being 'at risk' or who are undertaking repeat units in any study period because of intervention strategies put in place in the previous study period, is monitored in an ongoing way.
- 5.2.10. Students identified as being 'at risk' will be advised of the requirement to participate in a support and intervention program designed to assist them in being successful in their studies and completing the qualification in the expected timeframe.

5.3. Meeting with 'At Risk' students

- 5.3.1. Students who at any point are displaying or may display a lack of satisfactory academic performance in their new units or in units being repeated will be contacted by Student Services and asked to attend a meeting to review their academic progress.
- 5.3.2. The meeting will be arranged with the student and their respective Head of Department, Campus Director, and Academic Support Officer to discuss the student's academic performance. A member of the International Services Office team may also attend the meeting.

- 5.3.3. The purpose of any meeting is to determine the reasons for the lack of satisfactory academic performance and to review the implementation of support and intervention strategies.
- 5.3.4. Details of outcomes, actions and agreements coming out of any meetings will be documented and signed when required by the student. The original document will be given to the student and a copy will be:
- 5.3.4.1. Kept on the student's file,
 - 5.3.4.2. Forwarded to the Head of Department (HoD), Campus Director, and Director of International Services, as required,
 - 5.3.4.3. Placed in the Student Management System to inform further monitoring.
- 5.3.5. During the monitoring period, the impact of any decision relating to implementation of support and intervention strategies on the expected duration of studies for a student will be examined and any likely or possible variation in duration of studies will be noted on the student's file.
- 5.3.6. Students who fail to achieve a pass in a majority of their study load undertaken during two consecutive study periods OR in the same unit for the third time will be advised by the Campus Director and/or the Director of International Services or their delegate, that this lack of satisfactory academic performance could, depending on the outcome of any appeals process, lead to:
- 5.3.6.1. Cancellation of student enrolment, and
 - 5.3.6.2. For international students, the student being reported to the Department of Home Affairs (DoHA) and cancellation of their visa, as consistent with the processes outlined in section 5.7.

5.4. Contacting 'At Risk' Students

- 5.4.1. The order of contact is as follows:
- 5.4.1.1. A total of three (3) individual attempts of contact (after a group email) is made with every academically 'at risk' student. This is to mitigate the time spent by the Academic Support Officer contacting non-responsive students.
 - 5.4.1.2. The forms of contact involve, but are not limited to:
 - Group email (bcc the student addresses to maintain privacy),
 - Phone call,
 - SMS,
 - Personal Email.
 - 5.4.1.3. Templates of the emails and letters are available on the shared drives.
 - 5.4.1.4. The initial attempt at contacting academically 'at risk' students occurs at the time of identification. Students who do not respond are followed up fortnightly, using one of the modes listed above.

5.5. Support and Intervention Strategies

- 5.5.1. JMC Academy employs a wide range of support and intervention strategies when supporting students identified as 'at risk'. These include but are not limited to:
- Invitation and encouragement to attend start up program (This program is open for all students; however, the content focuses on orienting students in their first study period),
 - Invitation and encouragement to attend various academic and life skills workshops when offered,
 - Frequent contact and follow-up checks from the Academic Support Services team,
 - Explicit instructions about how to avoid academic misconduct,

- Transition Assistance Program (TAP) (undergraduate students in their first study period only) as outlined in section 5.5.3,
 - Regular 1-on-1 meetings with the Academic Support Services team for individual assistance,
 - Recommendation of Counsellor's assistance with personal matters and/or wellbeing, if necessary,
 - Creation of, or amendment to, a Learning Support Plan wherein reasonable adjustment is instigated where disabilities or medical conditions are impacting on the student's ability to participate or progress,
 - Referral to an academic staff member for additional assistance,
 - Specification of units for the current/next study period,
 - Restriction in the number of units (reduced study load) for the current/next study period,
 - Specification of attendance or participation requirements,
 - Structured Study Plan,
 - Structured Learning Agreement,
 - Other interventions appropriate to the case.
- 5.5.2. The Academic Support Services team, in conjunction with the Head of Department, Campus Director and/or Director of International Services, is responsible for implementation, execution and completion of a support and intervention strategy/ies.
- 5.5.3. To support undergraduate trimester one (1) students in getting all their work completed and assessed JMC Academy offers help and support (academic and non-academic) covered by the Transition Assistance Program (TAP), which has been explicitly designed to support undergraduate students in their transition to the higher education environment.
- 5.5.3.1. Students in their first study period will receive frequent reminders and encouragement to submit their assessment tasks if they missed the submission due date from the Academic Support Services team, Academic Staff, Student Services team, and/or International Services Office.
- 5.5.3.2. Students who missed the deadline will be offered immediate help in order to bring their submission process back on track, which may include extended deadlines.
- 5.5.3.3. To assist undergraduate students who are in their first trimester of study familiarise themselves with JMC Academy's assessment procedures, these students (and only 'Tri One' undergraduate students) are granted a one trimester "grace period". Trimester 1 undergraduate students:
- Are offered more lenient late submissions penalties and re-submissions options, which are set out in the Assessment Policy and Procedure,
 - Who have "failed to submit" their assessment task on or before the due date are contacted by Academic Support Services and/or lecturers to inform them, usually within three (3) business days, about the academic support and resubmission options available, to assist them to complete their assessment task. (This may include extended deadlines or help with their submission process).
- 5.5.4. Students, who applied for Special Consideration due to special circumstances that might have impacted their ability to fulfil the requirements of the assessment and whose application has been approved, will be required to adhere to conditions agreed upon with the Head of Department.

- 5.5.5. **Study Plan (SP)** – support and help offered to a student through a structured plan without having to sign a formal agreement.
- 5.5.5.1. The plan can contain any compilation of the support and interventions strategies available at JMC Academy and it is tailored made to student’s needs.
 - 5.5.5.2. An individual, structured Study Plan is agreed upon by an 'at risk' student and the Head of Department and/or Campus Director.
 - 5.5.5.3. Study Plan is usually offered to students who fall into Conditional Academic Progress category (CAP).
 - 5.5.5.4. Students who fall into **Conditional Academic Progress (CAP)** category will be contacted and asked to come forward and book an appointment with their respective Head of Department or Campus Director if they feel they could benefit from any form of the assistance JMC Academy is able to offer.
- 5.5.6. **Learning Agreement (LA)** – support and help offered to a student through a formal and structured plan that student is required to sign and adhere to in order to have the best chance to successfully complete their studies.
- 5.5.6.1. The contract can contain any compilation of the support and interventions strategies available at JMC Academy and it is tailored made to student’s needs.
 - 5.5.6.2. This form of Support and Intervention Strategy is usually offered to students who fall in to Encumbered Academic Progress category (EAP).
 - 5.5.6.3. Students who fall into **Encumbered Academic Progress (EAP)** category will be contacted and are required to:
 - Write to their respective Head of Department within five (5) business days from the issue date of the letter to request the meeting,
 - Head of Department will consult with Campus Director the situation of the student and set up a meeting,
 - During the meeting the individual, structured Learning Agreement will be decided, completed, and agreed upon by the student and the Head of Department with possible consultation of the Campus Director if required,
 - The Director of International Services will be also consulted in case of international students.
 - 5.5.6.4. The details of the Learning Agreement are drafted in the form of letter, which is sent to the student. The student is required to sign a hard copy of the agreement which is then saved to their profile in the Student Management System.
- 5.5.7. It is the responsibility of any student on a Support and Intervention program to adhere to the agreed terms of the Study Plan/Learning Agreement.
- 5.5.8. Person responsible for the implementation, monitoring, and reporting of the Study Plan/Learning Agreement usually is a member of the Academic Support Services team.
- 5.5.9. Students who enter a Study Plan/Learning Agreement must be made aware the plan has been created and instituted in order to assist them in successful progress through the course of their studies. Where a student is continuously making unsatisfactory academic progress, JMC Academy may decide to cancel student’s enrolment.
- 5.5.10. An Academic Support Services Team member:
- 5.5.10.1. Monitors student’s academic progress, covered by the Study Plan/Learning Agreement,
 - 5.5.10.2. Reports student’s academic progress regularly to the relevant Head of Department, and International Programs and Student Support Officer (for international students),

- 5.5.10.3. Maintains an ongoing information input in Student Management System for each 'at risk' student,
- 5.5.10.4. Records meetings, outcomes, progress and planned meeting dates,
- 5.5.10.5. Reviews all Support and Intervention Strategies at the end of each study period to determine if further intervention or other action is necessary,
- 5.5.10.6. Consults other Senior Academic Staff when required.

5.6.Cancellation of FEE-HELP Entitlements

Section 5.6 applies to students commencing undergraduate courses on or after January 01, 2018.

- 5.6.1.A domestic student will be denied FEE-HELP entitlements in the following circumstances. When the unit is a part of a course leading to a:
 - 5.6.1.1. Bachelor's degree or higher qualification, a domestic student is not entitled to FEE-HELP if the student has already undertaken eight (8) or more FEE-HELP units of study at JMC Academy, and the student did not successfully complete at least 50% of those units.
 - 5.6.1.2. Diploma, a domestic student is not entitled to FEE-HELP if the student has already undertaken four (4) or more FEE-HELP units of study JMC Academy, and the student did not successfully complete at least 50% of those units.
- 5.6.2.A student must apply in writing using relevant form with supporting documents in order to be exempted from this requirement.

5.7.Intention to Cancel/Report Enrolment Notice

- 5.7.1.Students who are deemed as making unsatisfactory academic progress are students who:
 - 5.7.1.1. Failed 50% or more of study load (EFTSL) in two (2) consecutive study periods, or
 - 5.7.1.2. Failed the same unit three times.
- 5.7.2.Domestic students, who are deemed as making unsatisfactory academic progress and who have been previously offered support to aid their progress will receive a written **notice of intention to cancel** their enrolment.
 - 5.7.2.1. Domestic students, who receive a **notice of intention to cancel** their enrolment letter are able to enter the appeal process within 20 business days from the receipt of the letter.
- 5.7.3.International students who are deemed as making unsatisfactory academic progress will receive a written **notice of intention to report** their enrolment to the Department of Home Affairs (DoHA).
 - 5.7.3.1. International students, who receive notice of intention to report their enrolment letter are able to enter the appeal process within 20 business days from the receipt of the letter.
- 5.7.4.Cancellation of a student's enrolment due to unsatisfactory academic progress will only be executed when:
 - 5.7.4.1. The prescribed period of time to enter the appeal process to object the Intention to Cancel/Report the enrolment notice has passed and the student did not exercise their rights to do so,
 - 5.7.4.2. The student entered the appeal process within prescribed period of time, however:
 - The final outcome of the resolution process was to support the decision of cancellation, and

- The student did not enter the external/mediation process to object decision of cancellation within 10 business days from the date they received the written notification of the internal appeal decision,
 - The student entered external appeal/mediation process however the final outcome of the resolution process was to support the decision to cancel the student's enrolment.
- 5.7.4.3. The student has not attended any classes and the final examination and has not submitted any assessment tasks for a unit, is not contactable, and has not responded to any request to contact the Academy. Such students will be deemed to have withdrawn from the unit/qualification.
- 5.7.4.4. International students whose application to continue studying is denied will have their electronic Confirmation of Enrolment (e-CoE) cancelled and will be reported to the Department of Home Affairs (DoHA) via PRISMS, which may also lead to cancellation of their visa.

5.8. International Students – Duration of Enrolment

- 5.8.1. International students' academic progress will be monitored to ensure that they are able to complete their qualification within the expected duration as specified on their e-CoE.
- 5.8.2. JMC Academy will only extend the duration of the international student's enrolment if the international student is unable to complete the qualification within the expected duration because:
- 5.8.2.1. There are compassionate or compelling circumstances, as assessed by JMC Academy on the basis of demonstrable evidence, or
 - 5.8.2.2. JMC Academy has implemented, or is in the process of implementing, an intervention strategy for the international student because the international student is at risk of not meeting academic progress requirements, or
 - 5.8.2.3. An approved deferral or suspension of the international student's enrolment has occurred.
- 5.8.3. Before applying to extend the duration of their enrolment, a student must discuss the details with the Head of Department and Director of International Services or their delegate as appropriate.
- 5.8.4. Where JMC Academy approves the extension of the duration of study the reasons for the decision are recorded on the student's file.
- 5.8.5. The decision will be correctly reported to the relevant Australian government department via PRISMS, and a new e-CoE specifying the new expected completion date issued.
- 5.8.6. Reporting the international student (issuing a new e-CoE) will occur when JMC Academy knows the student cannot reasonably complete their qualification, within the expected duration as specified on the student's CoE. However, JMC Academy will only issue a new e-CoE when it can accurately predict the length of the extension to the duration of study required.
- 5.8.7. If JMC Academy extends the duration of the student's enrolment, JMC Academy will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.
- 5.8.8. JMC Academy will not extend the duration of the course studies or issue a new e-CoE where students fail to complete the full qualification within the specified duration because they:
- 5.8.8.1. Fail to submit or undertake the necessary assessment requirements, but not for compassionate or compelling circumstances, or

- 5.8.8.2. Fail to participate/undertake agreed intervention strategies, or
 - 5.8.8.3. Fail to participate in discussions or meetings called to discuss intervention strategies.
- 5.8.9. If JMC Academy does not approve an extension of the duration of study the student may appeal the decision within the complaints and appeals processes of JMC Academy.

5.9. Evidence

- 5.9.1. JMC Academy will retain:
- 5.9.1.1. Evidence of assessing all students' academic progress at the end of each study period,
 - 5.9.1.2. Evidence in a student's files of any intervention measures implemented for them,
 - 5.9.1.3. Evidence in a student's file of written notice informing the student that JMC Academy intends to cancel their enrolment OR report them for not making satisfactory progress and advising them that they are able to access JMC Academy's complaints and appeals process,
 - 5.9.1.4. Evidence of an appeal, if the student appeals, and
 - 5.9.1.5. Evidence in the student's file of final reporting to the relevant government department via PRISMS (international students).

6. RELATED DOCUMENTS

- 6.1. Schedule A: JMC Academy Academic Quality Assurance Framework
- 6.2. JMC Academy Glossary
- 6.3. Credit and Recognition of Prior Learning Policy and Procedure
- 6.4. Grading Policy
- 6.5. Credit Points and Student Workload Policy

7. RELEVANT LEGISLATION

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Support Act 2003 (Cth)
 - 7.2.1. Section: 104.1A Failure by a student to complete previous units with provider
- 7.3. Higher Education Standards Framework (Threshold Standards) 2021
- 7.4. Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 7.5. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)

8. POSITIONS RESPONSIBLE

- 8.1. Governing Council
- 8.2. Academic Board
- 8.3. Senior Management
- 8.4. Campus Managers
- 8.5. Student Services
- 8.6. Academic Support Services
- 8.7. JMC Academy Staff (academic and non-academic)
- 8.8. JMC Academy students

9. APPROVAL INFORMATION

Approval Authority	Academic Board
Health Check approval authority	Dean
Review date	28/07/2021

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dean, Quality (former Director of Education)	25/07/2021	28/07/2021	Amendments as per external reviewer's recommendations. The following documents have been merged into one: <ul style="list-style-type: none"> • Academic Progression Policy, • Support and Intervention Strategy Policy and Procedure, • Monitoring Workload of International Students Policy, • Monitoring Workload of All Students Procedure, • Time Limits for Completion of an Award Course Procedure 	Superseded
1.1	Dean	12/08/2022	12/08/2022	Position/s updated.	Current

Version control tables from previous Policies and Procedures reside in the original documents.