

## Academic Progression Policy

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### 1. PURPOSE

The purpose of this policy is to assist JMC Academy staff and students to delineate what JMC Academy constitutes as academic progression and to identify and assist students who are at risk of not achieving satisfactory academic progression.

### 2. SCOPE

This policy is applicable to all JMC Academy courses and students.

### 3. DEFINITIONS

**EFTSL** – Equivalent of Full Time Study Load

**Study Load** – number of units attempted by student in any given study period

**Study Period** – trimester or semester

**'At risk' students** are defined as:

1. Students who at enrolment are considered to be potentially at risk of non-completion without an academic support program,
2. 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,
3. Students who during the course of their studies fall in Conditional/Encumbered/Unsatisfactory Academic Progression category (*please see below*),
4. Students who have experienced 'educational disadvantage' (because of illness, disability, disrupted education, family problems or misadventure),
5. Any students who have been referred directly by an Academic Staff member.

#### Academic Progression Categories

- Satisfactory Academic Progression
  - student who passes every unit in any given study period.
- Conditional Academic Progression (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 Progression (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 Progression (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.

*Passing a unit means:*

- total of all weighted assessment tasks marks for a unit is at least 50% or
- student has been awarded a Conceded Pass or
- student has been awarded RPL grade.

*Failing a unit means:*

- total of all their weighted assessment tasks marks for a unit is less than 50% or
- student has not been awarded a Conceded Pass or
- student has withdrawn/suspended their course after week 8 of any study period and unit resulted in academic fail or
- student has not submitted required assessment tasks before or on submission due date, has not applied for assessment extension and has not initiated a withdrawal or temporary course suspension process, or
- student has been penalised for academic misconduct, and when applied, the penalty means total marks for all their weighted assessment tasks for a unit is less than 50%.

*Failing a pre-requisite unit:*

- if a student fails a unit that is a pre-requisite for another unit, student cannot enrol in any of those other units until they have passed the pre-requisite unit.
- on those occasions where the final grade for a pre-requisite unit has not been finalised, the Head of Department will meet with the student to determine the best course of action.

For definitions not listed here please refer to *JMC Academy Glossary*.

## 4. POLICY

JMC Academy will regularly assess and monitor student attendance, completion of assessment tasks, and academic progress for each subject in which the student is enrolled, identify at-risk students and implement one or more intervention strategies.

Where students are considered to be “at risk” of not completing their course, they will be afforded support and assistance as outlined in the Support and Intervention Strategy Policy and Procedure as required.

In the event when a student’s progression remains unsatisfactory, despite academic and pastoral support and assistance, JMC Academy may impose conditions on the student’s continued enrolment or the student may be excluded from further studies.

The Academy’s academic monitoring strategies include identifying the needs for additional support and assessing their English language proficiency.

### 4.1. “AT RISK STUDENTS”

Students identified as being “at risk” will be advised of the requirement to participate in an intervention program designed to assist them in being successful in their studies and completing the course in the expected timeframe. Participation in the recommended intervention program will be documented. A copy of the recommendation will be placed in the student file, and a copy will be given to the student.

During the monitoring period, the impact of any decision relating to the implementation of intervention strategies on the expected course duration for a student will be examined.

For international students the student enrolment period may be extended by issuing a new Confirmation of Enrolment (CoE) when the Academy has implemented, or is in the process of implementing an intervention strategy for the student who cannot reasonably complete his or her course within the expected duration as specified on the student’s CoE.

#### 4.2. DOMESTIC STUDENTS

Domestic students, who are deemed as not achieving satisfactory academic progression, and who have been previously offered support to aid their progression, will receive a written **notice of intention to cancel** their enrolment.

Domestic students, who receive a **notice of intention to cancel** their enrolment letter are able to enter the appeal process within ten (10) working days from the receipt of the letter.

If a student does not attend any classes and the final exam and does not submit any assessment tasks for a subject, is not contactable, and does not respond to any request to contact the Academy, the student will be deemed to have withdrawn from the subject.

#### 4.3. INTERNATIONAL STUDENTS

International students who are deemed as making unsatisfactory academic progression (UAP) will receive a written **notice of intention to report** their enrolment to Department of Home Affairs (DoHA).

International students whose application to continue studying is denied will have their electronic Confirmation of Enrolment letter (e-CoE) cancelled, which may also lead to cancellation of their visa.

International students, who receive **notice of intention to report** their enrolment letter are able to enter the appeal process within twenty (20) working days from the receipt of the letter.

If a student does not attend any classes and the final exam and does not submit any assessment tasks for a subject, is not contactable, and does not respond to any request to contact the Academy, the student will be deemed to have withdrawn from the subject.

#### 4.4. CANCELLATION OF ENROLMENT

Cancellation of enrolment due to academic non-progression of any student will only be executed when:

- the prescribed period of time, to enter the appeal process to object the Intention to Cancel/Report the enrolment notice, has passed, and student did not exercise their rights to do so
- the student entered the appeal process within prescribed period of time, however:
  - the final outcome of the resolution process was to support decision of cancellation, and
  - student did not enter the external/mediation process to object decision of cancellation within ten (10) working days from the date they received the written notification of the internal appeal decision,
- student entered external appeal/mediation process however the final outcome of the resolution process was to support decision of cancellation of student's enrolment.

#### 4.5. RE-ADMISSION AFTER EXCLUSION

A student who has been excluded from a course may apply for re-admission to that course or any other course offered by JMC Academy after the period of one year.

#### 4.6. CANCELLATION OF FEE-HELP ENTITLEMENTS DUE TO NON-PROGRESSION

In a case where the unit of study is part of a course leading to a **Bachelor's degree** or higher qualification, a domestic student is not entitled to FEE-HELP assistance if the student has already undertaken 8 or

more FEE-HELP units of study at that provider, and the student did not successfully complete at least 50% of those units.

In a case where the unit of study is part of a course leading to a **Diploma**, a domestic student is not entitled to FEE-HELP assistance if the student has already undertaken 4 or more FEE-HELP units of study at that provider, and the student did not successfully complete at least 50% of those units.

A student will be required to apply in writing (*Application for Special Consideration Form* with supporting documents) in order to be exempted from this impediment.

#### 4.7. COMPULSORY TRAINING MODULES

In order to fulfil the requirements of their enrolment, students must also 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 record, resulting in unit grades being withheld, if these obligations are not met.

### 5. COMPLAINTS and APPEALS

Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this policy.

### 6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Campus Manager
- Director of International Services
- Heads of Departments
- JMC Academic Staff
- Administration Team
- Academic Support Services team (including Librarians)

### 7. RELATED DOCUMENTS

- Support and Intervention Strategy Policy
- Support and Intervention Strategy Procedure
- Grading in JMC Academy Higher Education Courses Policy
- Assessment Management Procedure
- Awarding of Credit Points for Prior Learning Policy
- Special Consideration Policy
- Diversity, Equity and Inclusion Policy
- Deferring, Suspending and Cancelling Student's Enrolment Policy
- Deferring, Suspending and Cancelling International Student's Enrolment Procedure
- Deferring, Suspending and Cancelling Domestic Student's Enrolment Procedure
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- International Students Appeal Against Intention to Report Procedure
- Academic Integrity Policy
- JMC Academy Glossary

### 8. RELATED LEGISLATION

This Policy supports JMC Academy's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Support Act 2003 (Cth)

- Section: 104.1A Failure by a student to complete previous units with provider
- Higher Education Standards Framework (Threshold Standards) 2015,
- Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
  - ESOS National Code 2018, Part B, Standard 8

## 9. POLICY REVIEW DATE

28<sup>th</sup> February, 2022

## 10. VERSION CONTROL TABLE

Title	<i>Academic Progression Policy</i>			
Maintained By	Education Team			
Approving Authority	Governing Council			
Approved Date	19/03/2019			
Version Number	Modified By	Modifications Made	Date Modified	Status
H 06.13				Superseded
2.0	G. Jedlinska	Redesigned version	07/09/2018	Superseded
2.1	M. Hafda	Edited section 5, Complaints and Appeals, to reference its new policy and procedures	8/10/2018	Approved by the Governing Council on 11/10/2018 Superseded
2.2	G. Jedlinska	Added section 4.7	18/02/2019	Superseded Approved by G. Markakis as a health Check on 05/03/2019
2.3	G. Jedlinska	Added that failing unit might be due to academic misconduct	19/03/2019	Approved by G. Markakis as a Health Check on 19/03/2019 Current