

Course Progression Policy

Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“the School”).

The School is committed to providing all students the maximum opportunity to demonstrate the competence required to achieve their educational and career aspirations.

Purpose

The purpose of this policy is to ensure that the School has a structured process in place to track performance of each student throughout their course to ensure that all students are in a position to complete their course within the expected duration and as agreed in their written agreement with the School.

In addition to the extra academic and English support available to all students who have been identified as potentially struggling with their studies, specific measures are put in place for students who have been formally identified as being ‘at risk’ of not fulfilling the requirements of academic progression.

This Policy is to provide information on the:

- rules for meeting course completion requirements;
- identification of students who are, or are ‘at risk’ of not making satisfactory academic progress;
- intervention strategies to ensure that students have access to appropriate support mechanisms;
- ways in which students will be supported as they adapt to the Australian higher education system; and
- processes relating to the exclusion of students who fail to meet satisfactory academic progress requirements.

Progression Rules

To be successful in their program of enrolment, students must demonstrate the level of understanding, knowledge and skill expected at the relevant qualification level.

The following academic progress rules are provided to facilitate the progression of students within and between School qualifications.

Recording the students’ course progress

At the beginning of the course as well as every study period, students are provided with access to an online portal through which they will be able to access their course outlines, learning outcomes and assessment briefs. The students’ ongoing progress will be recorded and will be accessible by relevant staff, including teachers, academic leaders and administrators. The students will have access to their grades via the online portal. These grades are normally released four weeks after the teaching period ends.

Assessing the students’ course progress

For any given subject, students can expect to be assigned at least three assessments. In most cases, these will be marked by the students’ teachers. It is critical that students achieve a pass mark of 50% for each unit. The online portal will be used to record the students’ marks, which are ordinarily released within two weeks of each assessment’s due date. For more information, please refer to the *Assessment Policy*.

Course Completion Timelines

The course duration permitted to meet course completion requirements are listed in the table below. The completion date will be calculated from the date of the student's initial commencement date in the course (period and year) stated on the student's transcript.

Course Name	Requirements [^]	Course Duration [*]
Diploma of Business	8 subjects	5 study periods [*]
Diploma of Information and Communication Technology	8 subjects	5 study periods [*]
English for Academic Purposes	10-week course	2 attempts only

^{*} Each study period consists of 15 weeks (including exams), also referred to as "trimester".

[^] Course architecture can consist of core and elective subjects – please see Student Services Manager for more information.

^{**} Course duration listed in the above table is the maximum time approved for a student studying without visa restrictions. International students are required to study full time, and therefore the maximum time to complete will be related to the length of their student Confirmation of Enrolment (CoE), however, in some circumstances described below, the CoE may be extended. The extension must not exceed the maximum duration stated in the table above.

Transferring between courses

Students who successfully complete required units in a course and wish to transfer to another course can do so. The completion time for the new course is calculated from the commencement date of the new course, unless the units already completed can be transferred to the new course.

Note: Conditions apply for students on an overseas student visa. Please refer to the *Changes to Enrolment Policy* for more information.

Exiting from a course

Students enrolled in a course may exit with a record of their completed units (such as a Transcript), provided they have met the requirements for each unit.

Note: Conditions apply for students on an overseas student visa. Please refer to the *Changes to Enrolment Policy* for more information.

Applications for an Extension of Enrolment

An extension may be granted:

- If there are compassionate, compelling or extenuating circumstances. Such circumstances are defined as circumstances beyond the student's control, which have an impact on the student's course progress or wellbeing. These could include, but are not limited to:
 - serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
 - major political upheaval, natural disaster, pandemic requiring emergency travel where this impacts on the student's studies; or
 - a traumatic experience which could include:
 - involvement in, or witnessing of, a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted the student (these cases should be supported by police or psychologists' reports);

- where the School was unable to offer a course or subject; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.
- If non-completion is a result of a revised enrolment pattern due to the implementation of a School intervention strategy, or
- If an approved deferment or suspension of study has been granted.

For Murdoch University Preparation Course, Foundation Studies and Diploma

Students who fail to complete within the expected course duration and who can reasonably be expected to meet the course requirements within two additional study periods (inclusive of any intervention strategies employed by the School and the student during the student's study) may apply for an extension of time. For Murdoch University Preparation Course, Foundation Studies and Diploma, a study period is 15 weeks.

For English for Academic Purposes (EAP)

Students who fail to complete within the prescribed period may apply for and be granted an extension of one study period. For EAP, one study period is 10 weeks,

Each application will be considered on its merits and with reference to the student's academic performance during the study period and any matters that warrant special consideration. In general, the maximum extension of time that will be granted in most circumstances is two (2) study periods, depending on the length of the course.

Extension of Confirmation of Enrolment (CoE)

Applications for a time extension must be made in writing to the School a minimum of 4 weeks prior to the expiry of the student's agreed course duration (or within the registration period of the trimester immediately after receiving results that indicate they will not finish within the set time frame).

A request to extend a course enrolment must be made in writing using the '*Request for Program Extension form*'.

The application must include a letter outlining the reasons for the student's inability to complete the qualification in the prescribed time as well as all supporting documentation.

These documents will assist the School in assessing the extension application, and in particular the student's ability to complete the course within the extension period.

For students on an overseas student visa, should the variation affect the student's course duration on their Confirmation of Enrolment (CoE), a new CoE will be issued via PRISMS and this will be recorded as such (i.e. the intervention strategy implemented by the School resulted in the student not being able to complete their course within the expected duration, as specified on the original CoE). Where a course is varied, the student will be provided with a copy of the student course variation (SCV) from PRISMS.

Satisfactory Academic Progress

The School recognises the value of reliably and efficiently monitoring the academic progress of students in their studies, and of having systems in place to promote the early detection and support of students who are at risk of not making satisfactory progress, ("at-risk student").

In general, a student may be deemed to be making unsatisfactory academic progress in their course if they:

- fail to successfully complete at least 50% of their study load for a study period
- fail the same subject/unit twice
- fail to enrol after an approved study break
- withdraw more than twice from any subject/unit
- fail to undertake an enrolment load that will enable them to complete within the guidelines of this policy.

Other indicators may be used by staff to determine students at risk of making unsatisfactory progress including poor attendance, low grades in formative and summative assessments including in-class tasks and mid-trimester assignments and exams. These indicators may be the basis for offering the student additional support but will not constitute unsatisfactory progress.

If a student engages in any form of academic misconduct, such as plagiarism or contract cheating, this will indicate the student is potentially at risk of unsatisfactory course progress. In the first instance, the School will provide the student with counselling and support. However, repeat offences may incur serious penalties. For more information on academic integrity, and in particular the processes associated with acts of misconduct, please see the *Academic Integrity and Conduct Policy*.

In the above situations, and where the student fails to contact the School to make appropriate arrangements, the student will be financially liable for the unit of study.

Students on Overseas Student Visa

Students on an Overseas Student Visa are required to achieve satisfactory course progress as a condition of their student visa. The School will ensure that the ESOS Act and relevant National Code 2018 Standards are followed. Students who fail to achieve satisfactory course progress will be identified and an intervention strategy implemented.

If an intervention strategy has been implemented and the student fails to meet satisfactory course progress in the following study period, then the student will be notified in writing of an intention to cancel their enrolment and to report them through the Provider Registration and International Students Management System (PRISMS) to the Department of Home Affairs for failing to achieve satisfactory course progress, and that this may result in the Department of Home Affairs cancelling their student visa. The student will be informed that they have 20 working days to submit an appeal regarding this decision. The parents of students under the age of 18 will also be notified in writing. Consent must be given by students over the age of 18 for the School to notify their parents.

If the student does not submit an appeal within 20 working days, the student's enrolment will be cancelled and a notification will then be made to the Department of Home Affairs via PRISMS that the student is not achieving satisfactory course progress. The student will be informed of the cancellation of their enrolment via a standard letter which will be also placed on the student's file.

Students with a current CoE must continue to attend school during the reporting and appeals process. Students are encouraged to contact the Department of Home Affairs for information on how this will affect their visa and ability to stay in Australia.

Supporting Students

Intervention Strategies

The School aims to keep attrition to a minimum in all its programs. It is aware that attrition may be potentially high in certain cohorts, including students in their first year of study, students taking part-time programs, adult learners who have not studied before or for some time, students who are studying in a language other than their first language, students with significant family responsibilities and or financial difficulties, students whose performance in secondary school was not at a high level, students on an overseas student visa, students studying online, students who are among the first in their family to enrol in higher education courses and students who commence a program late. The higher the number of these categories that a student falls into, the greater the risk of attrition.

Accordingly, the School will put in place preventative actions to address these risks so that students are, as much as possible, nurtured so that their chances of becoming 'at risk' are lessened.

Therefore, students will:

- be given sufficient information about programs allowing well-informed course choices by students;

- be given individual attention, and the timely tracking of academic progress;
- be provided with an orientation to the School and, for international students, to Australia more generally;
- be identified and followed up by student support staff where they are not involved, engaged or committed to their studies;
- be given additional support when they are experiencing difficulties in their studies because of poor academic performance or some other cause;
- where necessary, be offered additional English language instruction, such as one-on-one consultations with a Learning Advisor or enrolment in a subject that specialises in communication skills;
- be identified by the Academic Manager or delegate and followed up on, where results, or lecturer or support staff reports indicate that students are experiencing difficulties in their studies;
- be given access to a range of support resources, particularly for students who may need greater assistance;
- be referred to qualified practitioners in cases where they feel overwhelmed, such as the initial period of adaptation when studying in a different country;
- be informed of relevant program details including withdrawal dates for subjects or programs;
- be given the opportunity to engage in programs that include training on relevant technologies, research methods and study skills in an attempt to enhance their likelihood of success; and
- have appropriately qualified and experienced academic staff who are aware that they may have students in their classes who may be 'at risk' of making unsatisfactory progress.

Specific measures for individual students

The School will contact a student identified as potentially not making satisfactory academic progress to discuss the support options available.

The student will be required to complete a short questionnaire and undertake an academic counselling interview with the Academic Manager or delegate to discuss their questionnaire responses and to formalise an appropriate intervention strategy to assist the student in their progression. The student may bring a support person to this meeting who is approved by the School prior to the meeting. This process from contacting the student to finalising an intervention strategy, should be completed prior to week three of the next study period.

Intervention strategies used to address individual academic progress matters will be documented and may include:

- revising enrolment patterns, study load or course of enrolment
- minimum attendance requirements
- regular meetings with an identified School staff member to address key issues
- English language support (where available or students will be directed to appropriate services)
- study skills and/or study plan
- academic counselling, referral to appropriate medical services and/or other appropriate support
- review of accommodation (Homestay) and other support systems if applicable
- establishing a learning contract outlining specific activities that are to be completed by the student
- approving leave or suspension of studies.

Copies of the intervention plan, and any modifications, will be given to the student as well as being kept on the student's file.

Any student who has been identified and contacted as being 'at risk', and fails to attend the required academic counselling interview or does not participate in an alternative process may be subject to the following courses of action:

- a. a Learning Plan will be developed in the student's absence and sent to the student, which will constitute

agreement on the part of the student to the conditions of the learning plan.

- b. student being required to meet with the Academic Manager or delegate to show cause as to why they should not be excluded from the course.

Exclusions

Failure to progress

A student identified as making unsatisfactory academic progress (as per the indicators noted earlier in this policy) for a second consecutive study period may be excluded from studying at the School. This applies equally to domestic students as well as students on an overseas student visa. Students will be notified of the decision in writing and will have 20 working days from this notice to appeal the decision in line with the *Grievances, Complaints and Appeals Handling Policy*. Failure by the student to appeal within 20 working days will result in automatic exclusion and the student will be notified of this outcome in writing. Where appropriate, the School will notify relevant agencies and appropriate individuals about the exclusion while ensuring privacy standards are met. Normal appeal processes apply to students who wish to appeal their exclusion.

Failure to complete within the expected course duration

Students who fail to complete course requirements within the expected course duration will be recorded as not meeting the requirements for the award. The course status will be 'Failed to Complete'. Students who wish to appeal an exclusion decision should refer to the *Grievances, Complaints and Appeals Handling Policy*. Where a student is excluded from the School, they may seek re-admission later. While there is no guarantee of re-admission, applications for re-admission will be considered on a case-by-case basis.

Students who wish to begin the course again

The following rules apply to students who wish to enrol again in the qualification for which they have failed to meet the course requirements within the prescribed time:

- Students are required to complete a new enrolment form.
- The time limit for the period of study will recommence.
- Students will retain their existing student number.
- Students may apply for subject exemptions in accordance with the *Recognition of Prior Learning Policy*.

For students on an overseas student visa a new Confirmation of Enrolment (CoE) will be issued by the School. The student will have to apply for a new visa with the Department of Home Affairs.

Relevant Legislation

As a registered education provider, the School operates under strict laws and regulations. Policies and Procedures are in place to ensure compliance with such laws. Below, please find the most relevant legislation which apply to this policy:

Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

<https://www.legislation.gov.au/Details/C2017C00271>

Higher Education Standards Framework (Threshold Standards) 2015

<https://www.legislation.gov.au/Details/F2015L01639>

Education Services for Overseas Students Act 2000 (ESOS Act 2000)

<https://www.legislation.gov.au/Details/C2018C00210>

Education Services for Overseas Students Regulations 2019

<https://www.legislation.gov.au/Details/F2019L00571>

National Code of Practice for Providers of Education and Training to Overseas Students 2018

<https://www.legislation.gov.au/Details/F2017L01182>

Privacy Act 1988 (Cth) <https://www.legislation.gov.au/Details/C2019C00241>

Related Policies

This Policy should be read in conjunction with the following Kaplan policies to be found currently at:

<https://www.murdochinstitute.wa.edu.au/policies/>

- Changes to Enrolment Policy
- Assessment Policy
- Academic Integrity and Conduct Policy
- Diversity, Inclusion and Equity Policy
- Grievances, Complaints and Appeals Handling Policy
- Recognition of Prior Learning Policy
- Student Record Management Policy
- Privacy Policy

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer(s)	College Director and/or Academic Manager			
Review Due Date	March 2023			
Approved by				
KHE Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Quality & Standards Group	Format and wording changes to align across all businesses	22.05.2015	15.06.2015
1.2	Academic Quality and Governance Group	Reduction in maximum course duration for Diploma students. Policy updated for currency and clarifications made to policy scope, standards and expectations. For instance, the policy scope includes all education courses under MIT's scope of operations.	1.12.2016	15.12.2016
1.3	Academic Quality and Governance Team	Department of Border Protection and Immigration updated to the Department of Home Affairs.	07.03.2018	09.03.2018
1.4	Quality, Regulations and Standards Team	On page 2 updated wording from "Murdoch University Preparation Course and Diploma" to "Murdoch University Preparation Course, Foundation Studies and Diploma" as per college's request.	07.03.2019	11.03.2019
2.0	Quality, Regulations and Standards Team in collaboration with the team at MIT.	Policy review. Expanded on the 'Scope' of the policy. Added to the 'Purpose' to provide more details on the content of the policy. In the 'Progression Rules' section added information on recording students' course progress, assessing students' course progress, transferring between course and exiting from courses.	26.03.2020	01.04.2020

		<p>Under the 'Applications' section provided more detailed information for students on an overseas student visa.</p> <p>Expanded on the list of intervention strategies considering "Diversity, Inclusion and Equity".</p> <p>Included section on "Exclusions".</p> <p>Included section on "Relevant Legislation"</p> <p>Updated the list of "Related Policies".</p> <p>Removed Appendix A: 'Student at Risk Questionnaire' to be removed from policy and used as part of MIT processes.</p>		
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