

	Title:	
	<h1>Progression and Intervention Policy</h1>	
	Version: 1.30	Date: 16/05/2012
	Policy Area: Academic Governance	Next Review: 02/2013
Approval: Chairperson, Academic Board		Signature:

[NOTE: Vose College has not yet been granted CRICOS registration and cannot accept overseas students. Any references in the policy below to overseas students are not currently active.]

Contents

1.	Purpose and Scope.....	2
2.	Background	2
3.	Definitions	5
4.	Principles.....	7
4.1.	Implementation, imposition and consequences of warnings/sanctions.....	7
4.2.	Adjustment of the Expected Completion Date of a student in a course	8
4.3.	Expected completion date for a second course after transfer from a first course	8
4.4.	Appeals against sanctions.....	8
4.5.	The contents of an appeal against the imposition of load intervention or a sanction... 9	
4.6.	Confidentiality in relation to submissions lodged by students.....	10
4.7.	Appeals subsequent to an unsuccessful initial appeal	10
5.	Policy Content	11
5.1.	Progression and Intervention Rules – application and criteria.....	11
5.2.	In-semester Intervention	12
5.3.	At Risk.....	13
5.4.	Conditional Enrolment.....	13
5.5.	Exclusion	13
5.6.	Ineligible for current or equivalent award.....	14
5.7.	Monitoring of International students for course completion within the expected duration of study.....	14
6.	Procedures - General	15

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 1 of 19

6.1.	Administrative matters	15
6.2.	Form of Appeal.....	15
6.3.	Consequences of delayed or late action	15
6.4.	Recording of treatment of students at the office of the Board of Directors	15
7.	Procedures at levels of appeal	16
7.1.	Matters to be decided by the Academic Dean	16
7.2.	Matters to be decided by the Principal.....	16
7.3.	Matters to be decided by the Appeals Panel of the Board.....	17
8.	Responsibility and Authority	18
	Appendix: Document History and Version Control Record	19

1. Purpose and Scope

This policy will establish:

- the expectations on students to progress through a course of study in order to complete in minimum time for graduation;
- the timing and criteria for identifying students who are “at risk” of not meeting satisfactory course progress requirements;
- the implications of having being found to be “at risk” and the procedure for notifying students who are “at risk” of the assistance available to them in their college;
- the timing and criteria for load intervention and imposition of sanctions for poor and unsatisfactory progress towards an award;
- the implications and the procedures for notifying students of load intervention or imposed sanctions;
- the procedures for appeal against load intervention or the imposition of a sanction following the assessment of poor/unsatisfactory progression;
- guidelines for intervention to support students permitted to continue studying after being found to be “at risk” or after load intervention or a sanction is imposed for progressing in a poor or unsatisfactory manner;
- the College’s processes in relation to international students “at risk” of or demonstrating poor or unsatisfactory progress.

This policy shall apply to domestic and international students enrolled in all coursework programs.

The policy does not apply to students in postgraduate courses with a significant research component.

2. Background

This policy should be seen in the context of the Mission, Objects and Values of Vose College.

The progression of students through courses in which they are enrolled to achieve the consequent awards in minimum time is a desirable goal and a key indicator of the quality of an educational institution. Vose College aspires to facilitate such outcomes by setting:

- admission criteria for awards appropriate for achievement of the awards in minimum time,

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 2 of 19

- standards for the qualifications of staff presenting units,
- expectations concerning teaching, learning and support resources, and
- reasonable assessment tasks against the curricula in units contributing to the awards.

Notwithstanding, some students will have difficulty with various units and on occasion receive a fail grade. While the occasional fail will slow progress towards completion of an award, it hopefully indicates difficulty in only one aspect of a course that may be balanced by ability in another. However, if the student has failed a number of units, it is necessary for the College to exercise its duty of care towards students, by identifying those students demonstrating poor progression and by attempting to help them to explore the options available to them so as to prevent the incurring of significant costs.

For all students, domestic and International, Vose College regards attendance at class and submission of assignments on due dates as important components of the learning experience and of community life. Unexcused absences and late submission of assignments may be an indicator that the student is in danger of being 'at risk' at the end of the semester. Thus the College has a strategy for monitoring in-semester progress and appropriately intervening.

The warnings, load intervention and sanctions for poor progression detailed in this policy, together with interventions to provide academic support, are designed to assist students to complete the awards in which they are enrolled. Nevertheless, continued poor progression must bring the ultimate sanction of exclusion. However, the College recognises that poor performance can be the result of special circumstances and students who are sanctioned will have the right of appeal, which may lead to the sanctions being removed or modified.

Vose College is obliged to comply with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) and the ESOS Act 2000. Standard 9 mandates completion by an international student of their course of study within the expected duration of study. Standard 10 of the National Code mandates monitoring of course progress by international students.

Standard 9 – Completion within the expected duration of study

Outcome of Standard 9

Registered providers monitor the enrolment load of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. Registered providers only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

9.1 The registered provider must have and implement documented policies and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE. In monitoring this enrolment load, the registered provider must ensure that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.

9.2 The registered provider may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit)
- b. the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
- c. an approved deferment or suspension of study has been granted under Standard 13.

9.3 Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with 9.2, the registered provider is to record this variation

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 3 of 19

and the reasons for it on the student file. The registered provider must correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.

9.4 The registered provider may allow the student to undertake no more than 25 per cent of the student's total course by distance and/or online learning. However, the registered provider must not enrol the student exclusively in distance or online learning units in any compulsory study period.

9.5 Except in the circumstances specified in 9.2, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

DEEWR has prepared an extensive explanatory guide in order to assist providers with the implementation of the National Code 2007. The Explanatory Guide can be found at <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD9.aspx>

The Standard 9 Explanatory Guide offers the following advice in relation to the workload required of international students:

QUESTION: Can a provider allow a student to study less than what was previously considered a 'full-time' load?

ANSWER: Yes, a provider can allow a student to enrol in less than a 'full-time' load in any study period if:

- there are compassionate or compelling reasons for reducing the load;
- the reduced load is part of the provider's intervention strategy;
- the student has studied, or plans to study, extra units in another study period;
- the student has only a few units left to complete and these do not constitute a full-time load;
- pre-requisite units are not available in that study period.

The National Code 2007 has moved away from the concept of full-time to focus on a student completing within the expected duration of the course. As a result, the National Code 2007 offers greater flexibility to manage a students' work load. It allows students to spread their workload over more teaching periods, where a provider offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows a student's enrolment load to fluctuate during the course. However, the provider must ensure the student follows an enrolment pattern that will allow the student to finish within the expected duration in the normal course of events.

Note:

By studying less than what used to be considered a 'full-time' load, a student is at risk of not completing the course within the expected duration as specified on the student's CoE. This may require the student to catch up by studying subjects during a non-compulsory study period or by overloading in some compulsory study periods to compensate for those study periods in which the student was studying a reduced load. Alternatively, a provider may extend the duration of the student's study as a result of the circumstances listed in Standard 9.2.

An implication of Standard 9 is that Vose College and any associated institutions must ensure that prospective students meet the admission requirements of the respective course (e.g. academic qualifications and English language competence), and review the level of orientation and support services available to international students at commencement and during studies.

Standard 10 – Monitoring course progress

Outcome of Standard 10

Registered providers systematically monitor students' course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 4 of 19

10.1 The registered provider must monitor, record and assess the course progress of each student for each unit of the course for which the student is enrolled in accordance with the registered provider's documented course progress policies and procedures.

10.2 The registered provider must have and implement appropriate documented course progress policies and procedures for each course, which must be provided to staff and students, that specify the:

- requirements for achieving satisfactory course progress
- process for assessing satisfactory course progress
- procedure for intervention for students at risk of failing to achieve satisfactory course progress
- process for determining the point at which the student has failed to meet satisfactory course progress, and
- procedure for notifying students that they have failed to meet satisfactory course progress requirements.

10.3 The registered provider must assess the course progress of the student in accordance with the registered provider's course progress policies and procedures at the end point of every study period.

10.4 The registered provider must have a documented intervention strategy, which must be made available to staff and students, that specifies the procedures for identifying and assisting students at risk of not meeting the course progress requirements. The strategy must specify:

- procedures for contacting and counselling identified students
- strategies to assist identified students to achieve satisfactory course progress, and
- the process by which the intervention strategy is activated.

10.5 The registered provider must implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period.

10.6 Where the registered provider has assessed the student as not achieving satisfactory course progress, the registered provider must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice must inform the student that he or she is able to access the registered provider's complaints and appeals process as per Standard 8 (Complaints and appeals) and that the student has 20 working days in which to do so.

10.7 Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, the registered provider must notify the Secretary of DEEWR through PRISMS of the student not achieving satisfactory course progress as soon as practicable.

In respect of 10.2 above, this policy sets down initial appeals procedures to be applied before an international student accesses the procedures in the Dispute Resolution Policy for International Students.

3. Definitions

Administrative Date – see "Variation of Enrolment Policy"

At Risk – a warning to students, whose course progression to date is deemed marginal, that they are "at risk" of the imposition of more severe sanctions for poor or unsatisfactory progress in their course.

CoE – Confirmation of Enrolment – a proforma document issued to international applicants by or on behalf of the College specifying for DIAC *inter alia* the expected duration of study in a course (normal duration less any period based on credit transfer) should the applicant enrol with the College.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 5 of 19

College – Vose College

Conditional Enrolment – is an intervention applied to the study load of students whose academic progression is deemed to be poor. Placement on conditional enrolment limits the number of units in which a student may enrol to be normally less than the usual study load. For normal full-time students for whom the normal load in a study period would be 16 credit points (cps), the reduced load must not exceed 12 cps in each study period; for students normally studying less than a normal full-time load the load in the period of conditional enrolment shall be prescribed according to individual circumstances. Conditional enrolment shall apply normally for two study periods, i.e. a period of 12 months.

DEEWR – the Department of Education, Employment and Workplace Relations of the Australian Government

DIAC – Department of Immigration and Citizenship of the Australian Government

Enrolled credit points – the credit points associated with units in which a student is formally enrolled on the relevant census reporting date(s) in a study period.

Exclusion from a unit – a sanction on students whose academic progression is deemed to be unsatisfactory due to failure in the same elective unit twice.

Exclusion from a course – a sanction on students whose academic progression is deemed to be unsatisfactory due to failure in a compulsory unit in a course on three occasions.

Exclusion from the College – a sanction on students whose academic progression is found to be unsatisfactory due to exceeding the maximum time to complete a course.

Expected Completion Date – the date by which a student is expected to complete the requirements of the course in which s/he is enrolled. Normally a new student to a course:

- a. who enrolls in their first study period in 16cps of units shall be deemed to be studying a normal full-time load and their expected completion date will be the start date plus normal duration of the course; if this date is reached without course completion, for domestic students, a new expected completion date shall be calculated as in (b), while for international students their progression status shall be reviewed;
- b. who enrolls in their first study period in less than 16cps of units shall be deemed part-time and their expected completion date will be the start date plus maximum time to complete the course.

Full-time study load – for Vose College means a minimum of 12cps in a study period, with the normal full-time load being 16cps in a study period.

International students – Students from overseas countries studying in the College and who have obtained entry into Australia on a student visa. Persons from overseas in Australia with another visa class come under domestic student procedures.

Maximum time to complete a course – unless specified otherwise in the course rules, this shall be three times the normal, full-time duration the course – thus a Bachelor degree of 96 credit points would have a maximum time of nine years irrespective of the attendance pattern of the student (i.e. full-time or part-time).

Normal duration of a course – the period of study a normal full-time student (ie. 16cps per study period) would require for completion of the award if all units are passed at the first attempt, and is the period approved when the course was accredited, taking account of the Australian Qualifications Framework.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 6 of 19

Study period – normally the period January – June or July – December in which a student is enrolled for study in a Vose College course. For many students the period of study is normally a semester, which would be embedded in a study period. This more generic term is used so that units taught outside semester boundaries, e.g. intensives, but contributing to student load for reporting each half-year are embraced by the study period.

To appeal – to appeal against the imposition of load intervention or a sanction by providing a submission explaining the background as to how/why a student’s performance has given rise to the progression status and if the submission satisfactorily supports the student’s claim that their academic performance was impacted by “special circumstances” (see Principles 4.4) or if other grounds are accepted the consequent sanction shall be reduced or withdrawn.

4. Principles

4.1. Implementation, imposition and consequences of warnings/sanctions

- 4.1.1. The in-semester intervention strategy shall be implemented automatically upon receipt of information from lecturers.
- 4.1.2. Following the assessment of a student’s academic progress, performed at the end of each study period, the warnings/sanctions detailed in this policy shall be imposed automatically.
- 4.1.3. The imposition of a warning/sanction shall commence on the first day of the next study period following the time of assessment of the student’s academic progress.
- 4.1.4. If a student who has been placed on conditional enrolment or excluded has already had a period of suspension approved, the student shall commence their period of conditional enrolment or exclusion at the conclusion of the period of approved suspension.
- 4.1.5. Students who are excluded from a unit are precluded from study of that unit in their current course or in another course at equivalent or higher level in the College, unless enrolment in the unit is permitted by the Vose College Principal.
- 4.1.6. Students who are excluded from a course are precluded from enrolment in any units of the current course or enrolment in another course at equivalent or higher level in the College for the period of exclusion, which will not exceed 12 months. During the period of exclusion the student’s enrolment in the course shall be suspended and only by admission to or enrolment in a lower level course may the student continue to have access to any College resources. At the expiration of the period of exclusion from the course and prior to enrolling in any units the student must seek academic advice from the Academic Dean concerning future study. Re-enrolment in the original course may be permitted only by the Principal on application with support from the Academic Dean.
- 4.1.7. Students who are excluded from the College shall have their enrolment cancelled and they are precluded from any re-enrolment or admission in a College course during the period of exclusion, which will not exceed 24 months. A student who is excluded from the College shall not have access to any College resources or be granted academic credit for units completed at another institution during the period of exclusion.
- 4.1.8. At the expiration of a period of exclusion from the College, the student does not have automatic right of re-admission and must apply for re-admission. Previous enrolment in a course of study at the College does not guarantee acceptance of an application for re-admission. Students who have been excluded may apply for re-admission subject to

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 7 of 19

the rules for the course that apply at the time of re-admission. Credit transfer into the course to which the student is admitted shall be based on units completed no more than 10 years prior to the re-admission. Should the student gain re-admission to their original course or a course deemed by the College to be equivalent, the maximum time for completion of this course will be three times the period required to complete the outstanding unit(s) in a full-time mode of attendance.

4.2. Adjustment of the Expected Completion Date of a student in a course

- 4.2.1. Conditional Enrolment, approved suspension(s) of study and periods of exclusion from a course may cause the expected completion date of a student in a course to be adjusted accordingly.
- 4.2.2. Unapproved suspension(s) of study (i.e., student chooses not to study for a period and simply does not enrol for those study periods), repeating of failed units, and additional units in place of failed units shall not cause any adjustment to the expected completion date of a student in a course.

4.3. Expected completion date for a second course after transfer from a first course

- 4.3.1. Should a student transfer within the College from one incomplete course to another of equivalent or lower level, taking credit from the first to the second, the expected completion date of the second course will be calculated in the following manner: the amount of advanced standing transferred is to be understood as a percentage of the whole course and that percentage is to be deducted from the ordinary course length (e.g., 8 units of credit being transferred into a 24-credit course will mean that the second course length is shortened by 33.3%).
- 4.3.2. Should a student transfer within the College from one incomplete course to another at a higher level, or transfer into the College from an incomplete course of the same level, or commence a second College course after completion of a first course from which credit may be transferred, the expected completion date of the second course will be calculated in the following manner: the amount of advanced standing transferred is to be understood as a percentage of the whole course and that percentage is to be deducted from the ordinary course length (e.g., 8 units of credit being transferred into a 24-credit course will mean that the second course length is shortened by 33.3%).

4.4. Appeals against sanctions

- 4.4.1. Any student against whom load intervention or a sanction has been applied under this policy has the right of appeal against the application of that sanction.
- 4.4.2. Depending on the contributing circumstances, appeals shall be decided initially by:
 - the Academic Dean, or
 - the Principal, or
 - the Appeals Panel of the Board of Directors

The contributing circumstances for each initial decision-maker are detailed in Section 5: Policy Content.

- 4.4.3. The Appeals Panel of the Board of Directors shall consist of three members appointed by the Board annually as a standing committee or as an ad-hoc committee as required. Normally the Panel will be the Chair and two other members of the Board, such that no member of the panel is an employee of the College, with the Chair as the

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 8 of 19

Executive Officer of the Panel. Membership of the panel must represent each gender and may be varied for a particular case to replace any original member who may wish to be excused..

- 4.4.4. The decisions on matters in this policy considered initially by the Academic Dean or the Principal shall be notified to students by the College Academic Dean.
- 4.4.5. The decisions on matters in this policy considered initially by the Appeals Panel of the Board shall be notified to students by the Vose College Principal.
- 4.4.6. If a student chooses to appeal the imposition of load intervention or a sanction the student's enrolment shall be maintained while consideration of the matter is ongoing. Should the appeal be unsuccessful, the commencement of the imposition shall be determined with the decision to reject the appeal.

4.5. The contents of an appeal against the imposition of load intervention or a sanction

- 4.5.1. To appeal successfully, a student must demonstrate that special circumstances contributed to their unsatisfactory academic performance. Grounds other than special circumstances will be considered when a student is appealing exclusion from the College for failure to complete a course by expected completion date.
- 4.5.2. While it is not possible to define in advance all circumstances which the College may accept as "special", in general terms such circumstances shall include illnesses, accidents and/or misadventures which:
 - are beyond the student's control;
 - are unusual, uncommon, abnormal or severe;
 - prevent or demonstrably impact a student's attendance at classes, and/or study, and/or fulfilment of assessment tasks;
- 4.5.3. For circumstances to be deemed beyond a student's control, they shall be such that a reasonable person would consider them not due to the student's action or inaction, either direct or indirect, and for which the student was not responsible.
- 4.5.4. Circumstances which may be deemed "special" may include but are not limited to:
 - medical circumstances, including serious illness, physical trauma;
 - personal circumstances, including psychological trauma, impairment or incapacity arising from an event;
 - family circumstances, including provision of full-time care to a close family member, bereavement;
 - financial circumstances, including hardship arising from substantial change in economic circumstances;
 - employment-related circumstances, including significant changes to routine arrangements or status;
 - course-of-study related circumstances;
 - domestic circumstances, including major political upheaval or natural disaster in the home country or district requiring emergency travel or preventing the student from continuing their studies.
- 4.5.5. Circumstances the College would not normally consider "special" include those related to:
 - routine demands of employment;
 - difficulties adjusting to study in a Vose College course and/or the discipline needed to study effectively, and to the demands of academic work;

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 9 of 19

- stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work;
 - routine financial support needs;
 - lack of understanding of requirements of academic work;
 - difficulties with English language;
 - difficulties with visa arrangements that could have been reasonably anticipated;
 - demands of sport, clubs, social or extra-curricular activity;
 - recreational travel (domestic or international);
 - planned events such as weddings.
- 4.5.6. Any appeal against the imposition of load intervention or a sanction based on experiencing “special circumstances” must be accompanied by supporting documentation substantiating the experiences claimed by the student. Depending on the circumstances, supporting statements may be appropriate from a doctor, counsellor, solicitor, employer, and/or an independent member of the community (e.g. justice of the peace, minister of religion). Such statements must provide the following detail:
- the date the event occurred or began;
 - a brief description of the event;
 - an assessment of the severity and breadth of impact of the event on the student, including the extent of impact on the student’s ability to study;
 - when it became apparent the student could not complete an assessment task and/or continue study in unit/course;
 - the likely duration of the impact of the event on the student’s course of study.
- 4.5.7. While it is not sufficient for a student to provide only a personal submission to claim the experience of special circumstances, the student may provide a personal statement addressing the following issues:
- how the circumstances that adversely affected their academic performance may be considered special circumstances as described in this policy;
 - how and to what extent these circumstances might affect study in the coming year;
 - what plans the student has to minimise disruption to future study if permitted to continue studying.
- 4.5.8. While it is not possible to define in advance all the grounds the College will consider in an appeal from a student against ineligibility to receive the current or an equivalent award due to failing to complete their course by the expected completion date, such grounds may include:
- the demonstration of error in the calculation of the expected completion date.

4.6. Confidentiality in relation to submissions lodged by students

All information submitted by a student in appeal(s) against the imposition of a sanction will be kept confidential.

4.7. Appeals subsequent to an unsuccessful initial appeal

4.7.1. Domestic students who have unsuccessfully appealed against being placed on conditional enrolment or against exclusion from a unit or course or the College may appeal the initial decision using the Vose College Dispute Resolution Policy and must commence this appeal within twenty (20) working days of the date on the letter from the Academic Dean or the Principal advising the failure of their initial appeal.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 10 of 19

- 4.7.2. International students who have unsuccessfully appealed against being reported to DEEWR for unsatisfactory progress or have unsuccessfully appealed against being placed on conditional enrolment or against exclusion from a unit or course or the College may appeal the initial decision using the Vose College Dispute Resolution Policy and must commence this appeal within 20 working days of the date on the letter from the Academic Dean or the Principal advising the failure of their initial appeal.
- 4.7.3. Appeals of an initial decision advised by the Academic Dean shall be referred to the Principal.

5. Policy Content

5.1. Progression and Intervention Rules – application and criteria

- 5.1.1. During semester, students with two events such as unexcused absence or late submission of assignments shall be given a form letter reminding of responsibilities, warning of consequences of failure and detailing help available.
- 5.1.2. Progression of students in their enrolled course of study will be evaluated during the processing of unit results normally occurring at the end of each study period.
- 5.1.3. Progression of students in their enrolled course of study may be evaluated at other times. In these circumstances the College may impose retrospectively load intervention or a sanction on a student. The Principal has authority to determine whether load intervention or a sanction will be applied retrospectively following, for example, the submission of grades after deferred examinations.
- 5.1.4. The Progression Rules against which the progress of students in a course shall be evaluated are as follows:
- a. Passing more than 50% of enrolled credit points in a study period;
 - b. Failing at least 50% of the enrolled credit points in a study period;
 - c. Failure in the same elective unit on two occasions;
 - d. Failure of the same compulsory unit on two occasions or three occasions;
 - e. Failure to complete the course by the expected completion date.
- 5.1.5. The following warnings, load interventions or sanctions are possible as a result of the application of the College's progression rules:
- "At risk" warning
 - Conditional enrolment
 - Reporting of student to DEEWR
 - Exclusion from a unit
 - Exclusion from the College for one year
 - Ineligibility for award
- 5.1.6. The following circumstances will lead to the application of the outcomes in 5.1.5 in accordance with the College's progression rules:
- The progression of a student who complies with Progression Rule 5.1.4.a will be assessed as satisfactory and the student declared "in good standing" unless the student is currently on conditional enrolment.
 - The progression of a student who complies with Progression Rule 5.1.4.b in a study period will be assessed as marginal and the student declared "at risk" of the imposition of future warnings/sanctions.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 11 of 19

- The progression of a domestic student who has been declared “at risk” and in the next consecutive study period again complies with Progression Rule 5.1.4.b will be assessed as poor and the student placed on conditional enrolment for the next year of study.
- When the progression of an international student who has been declared “at risk” and in the next consecutive study period again complies with Progression Rule 5.1.4.b, will be assessed as poor, the student placed on conditional enrolment for the next year of study and the College shall inform the student of its intention to report the student to DEEWR.
- The progression of a student who has been placed on “conditional enrolment” and in the next consecutive study period again complies with Progression Rule 5.1.4.b shall be assessed as unsatisfactory and the student excluded from the College for one (1) year.
- The progression of a student who has been placed on “conditional enrolment” and not in the next consecutive study period but some future study period again complies with Progression Rule 5.1.4.b shall be assessed as poor and the student shall again be placed on conditional enrolment for the next year of study.
- The progression of a student who complies with Progression Rule 5.1.4.c shall be assessed as unsatisfactory for the unit and the student excluded from that unit.
- The progression of a student who complies with Progression Rule 5.1.4.d for two occasions shall be assessed as poor and the student placed on “conditional enrolment” for the next year of study.
- The progression of a student who complies with Progression Rule 5.1.4.d for three occasions shall be assessed as unsatisfactory and the student shall be excluded from the course for one (1) year.
- The progression of a student who complies with Progression Rule 5.1.4.e will be assessed as unsatisfactory and the student shall be ineligible to receive the current or an equivalent award.

5.2. In-semester Intervention

5.2.1. Each lecturer will maintain a record of attendance at classes and the submission of assessment tools.

5.2.2. After two events such as unexcused absences or late submission of assignments, the lecturer will notify the Academic Dean (a standard form will be provided). A form letter will be sent to the student reminding the student of responsibilities and consequences of failure to maintain satisfactory progress. The letter will include details of counselling available relating to both learning skills and personal issues which may be affecting study.

5.2.3. The Academic Board will review any such students’ progress mid-semester to determine any further action required.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 12 of 19

5.3. At Risk

- 5.3.1. The Vose Office shall note the “at risk” status on each student’s record and advise the Academic Dean of students identified as “at risk” after result processing has been completed in each study period. The Academic Dean will, in turn, advise the Vose College Academic Board of which students are “at risk”.
- 5.3.2. Such students receive a written communication from the College drawing their circumstances to their attention and requiring them to seek the counsel of the Academic Dean and referral to other support agencies as deemed appropriate.

5.4. Conditional Enrolment

- 5.4.1. When the progression of an international student complies with Progression Rule 5.1.4.b in two consecutive study periods or complies with Progression Rule 5.1.4.d for two occasions, the College shall inform the student by mail of its intention to report the student to DEEWR for unsatisfactory progress. The student shall be advised that they may appeal the imposition of this sanction and that they have twenty (20) working days from the date on the letter from the Academic Dean within which to lodge their appeal with the Academic Dean.
- 5.4.2. Students who are placed on conditional enrolment shall be informed by the College by mail of the imposition of this sanction. They may appeal the imposition of this sanction through the Academic Dean to the Principal within twenty (20) working days of the date of the letter from the Academic Dean.
- 5.4.3. International students who elect not to appeal within twenty (20) working days of the date of the letter from the Academic Dean or whose appeal(s) fail shall be reported by the Academic Dean to DEEWR for unsatisfactory progress. The Academic Dean shall advise the Principal of this action.
- 5.4.4. Students whose initial appeal is unsuccessful may appeal that decision under the Vose College Dispute Resolution Policy and must commence this appeal within twenty (20) working days of the date on the letter from the Academic Dean advising the failure of their initial appeal.
- 5.4.5. Students who are placed on conditional enrolment or who successfully appeal the imposition of this sanction shall be required seek assistance in order to maximize their chances of success in future study. In the first instance, such students shall be directed to the Principal for academic counselling and referral to other support agencies as deemed appropriate.

5.5. Exclusion

- 5.5.1. Students who are excluded from an elective unit shall be informed in writing of the imposition of this sanction and they may appeal the imposition of that sanction through the Academic Dean to the Principal. If the appeal is successful, the student may be permitted to enrol in the unit on only one (1) more occasion in the current course.
- 5.5.2. Students who are excluded from a course or the College shall be informed by the College by mail of this imposition of this sanction and they may appeal the imposition of the sanction through the Academic Dean to the Appeals Panel of the Board. If the appeal is successful, the student may be permitted to continue study:
 - without the imposition of any sanctions, or
 - under the sanction of conditional enrolment for a specified period of time, or
 - obliged to comply with particular conditions set by the Board.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 13 of 19

- 5.5.3. International students who elect not to appeal their exclusion from a course or the College within twenty (20) working days of the date of the advice in the letter from the Principal or whose appeal(s) fail shall be reported to DEEWR for unsatisfactory progress.

5.6. Ineligible for current or equivalent award

- 5.6.1. The progression of any student who complies with Progression Rule 5.1.4e shall be assessed as unsatisfactory and the student shall be declared ineligible to receive the current or an equivalent award.
- 5.6.2. Students who are declared ineligible to receive the current or an equivalent award shall be informed by the College of the imposition of this sanction and they may appeal the imposition of that sanction through the Academic Dean to the Appeals Panel of the Board. If the appeal is successful, the student may continue studying and remain eligible for the award, subject to any conditions set by the Board Appeals Panel.
- 5.6.3. Students who choose not to appeal this sanction or whose appeal is unsuccessful may continue studying award units but will be ineligible to receive that or an equivalent award; they may seek to receive an award at the same level or a lower level with less restrictive conditions concerning maximum time for completion.

5.7. Monitoring of International students for course completion within the expected duration of study

- 5.7.1. The College is obliged to monitor the enrolment load of international students to ensure that at all times they are in a position to complete their course within the duration on each student's CoE, usually the normal duration of the course.
- 5.7.2. Before the commencement of study and each study period the Academic Dean (or nominee) shall negotiate/confirm with each international student a program of study designed to complete the student's course within the period specified on the student's CoE.
- 5.7.3. In the discussion with the Academic Dean before the commencement of each study period, the student may request a variation of the agreed program of study which may extend the period of study beyond the expected duration only on the grounds of:
- special circumstances; or
 - approved deferment or suspension of study.
- 5.7.4. The Academic Dean shall record approval of such a request on the student's file, along with the reasons for the approval.
- 5.7.5. If, during a study period, the student has reason to vary their enrolment by withdrawing from unit(s), the Academic Dean may approve the withdrawal(s) only on the grounds of special circumstances [NB. The special circumstances in this policy should be read in conjunction with those in the Variation of Enrolment policy]. The Academic Dean shall advise the student that, without extra study during the balance of the course, their CoE will be impacted. The Academic Dean shall record this approval on the student's file along with the reasons for the approval and advise the Principal of this action.
- 5.7.6. At the beginning of the student's penultimate study period, if it has been determined the student is unable to complete by the end of the next study period, the Academic

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 14 of 19

Dean may request of the Principal the extension of the student's enrolment and the issue of a new CoE.

6. Procedures - General

6.1. Administrative matters

- 6.1.1. The College is required to determine the support to be provided to students identified under this policy, bearing in mind that a variety of measures may be required to meet different student needs. Support for these students may include, but is not limited to:
- academic skills support;
 - additional English support;
 - additional tutoring/study group;
 - increased monitoring, or individual case management;
 - a mentor programme;
 - personal and/or academic counselling, including encouragement to consider moving course;
 - placement in a more appropriate class;
 - a combination of the above.
- 6.1.2. To record the treatment of students at the College, the Academic Dean shall establish a Progression File at the College in which to place folders that pertain to each student who appeals under this policy. The written record of treatment of each student by the Academic Dean, Principal or by the Appeals Panel of the Board shall be held in the designated folder. The submissions(s) from each student along with copies of other correspondence shall also be held in the designated folder.

6.2. Form of Appeal

Appeals must be in writing and the student does not have an automatic right to appear in person to speak to their written submission. Submissions should therefore include appropriate documentation (e.g. statements from counsellors, medical certificates, etc.) to substantiate the student's claim to have experienced special circumstances.

6.3. Consequences of delayed or late action

- 6.3.1. An appeal lodged outside the timeframe stated in the letter to the student notifying the imposition of load intervention or a sanction will not be considered without written approval of the Academic Dean obtained within the timeframe.
- 6.3.2. If initial decisions are delayed and/or the student subsequently appeals the initial decision such that the final outcome is not available until after the Administrative Date of the next period of study, the student shall be permitted to enrol on the basis that their appeal(s) will be successful and comply with enrolment dates associated with their desired units.
- 6.3.3. Late or non-receipt by students of official letters from the College will not be accepted as grounds for appeal if the student has not ensured that the College is in receipt of accurate and current contact details.

6.4. Recording of treatment of students at the office of the Board of Directors

- 6.4.1. The Board Chair shall establish a Progression File at the Board Office in which to place folders that pertain to each student whose appeal against exclusion is decided by the Board Appeals Panel.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 15 of 19

- 6.4.2. The written record created by the secretary to the Panel of treatment of each student who appeals against exclusion shall be held in the designated folder.
- 6.4.3. The submission(s) from each student along with copies of other correspondence shall also be held in the designated folder.

7. Procedures at levels of appeal

7.1. Matters to be decided by the Academic Dean

- 7.1.1. At the close of the period for lodgement of written submissions, the Vose office shall prepare those lodged for consideration by the Academic Dean such that the Academic Dean has at least five (5) working days to consider the submissions. The Academic Dean may, through the Vose office, request further information from the student.
- 7.1.2. The Academic Dean shall consider the submissions within ten (10) working days of closure of the period for lodgement.
- 7.1.3. In respect of an appeal, the Academic Dean may:
 - request further information from the student;
 - request the student to attend an interview, in which case the student shall be permitted to bring a friend;
 - decide the grounds used in the appeal do not constitute the experience of special circumstances and dismiss the appeal; in the case of international students, also advise intention to notify DEEWR of unsatisfactory performance unless the student appeals this decision within a specified time period;
 - decide to permit the student to continue studying:
 - without the imposition of any sanctions, or
 - under the sanction of conditional enrolment for a half-year period, or
 - with permission to enrol in the elective unit on only one more occasion, or
 - with permission to enrol in the compulsory unit on only one more occasion.
- 7.1.4. When the Academic Dean permits a student to continue studying, the Academic Dean may prescribe, in addition to or in place of the above conditions, special conditions to apply to the student for a specified period.
- 7.1.5. The Academic Dean shall make a written record of the treatment of each case for inclusion with copies of correspondence in the student folder in the Progression File.
- 7.1.6. As soon as practicable after the decision of the Academic Dean the Vose office shall write to inform students of the outcome of consideration of their appeal, provide reasons for the outcome and advise the process for appeal of that decision and the timeframe for lodgement of such an appeal.

7.2. Matters to be decided by the Principal

- 7.2.1. At the close of the period for lodgement of written appeals, the Academic Dean shall prepare those lodged for consideration by the Principal such that the Principal has at least five (5) working days to consider the submissions. During this period the Principal may, through the college Academic Dean, request further information from the student.
- 7.2.2. The Principal shall consider the submissions within ten (10) working days of closure of the period for lodgement.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 16 of 19

- 7.2.3. In respect of an appeal, the Principal may:
- request further information from the student;
 - request the student to attend an interview, in which case the student shall be permitted to bring a friend;
 - decide the grounds used in the appeal do not constitute the experience of special circumstances and dismiss the appeal; in the case of international students, also advise intention to notify DEEWR of unsatisfactory performance unless the student appeals this decision within a specified time period;
 - decide to permit the student to continue studying:
 - without the imposition of any sanctions, or
 - under the sanction of conditional enrolment for a half-year period, or
 - with permission to enrol in the compulsory unit on only one more occasion.
- 7.2.4. When the Principal permits a student to continue studying, the Principal may prescribe, in addition to or in place of the above conditions, special conditions to apply to the student for a specified period.
- 7.2.5. The Academic Dean shall make a written record of the treatment of each case for inclusion with copies of correspondence in the student folder in the College Progression File.
- 7.2.6. As soon as practicable after the decision of the Principal the Academic Dean shall write to inform students of the outcome of consideration of their appeal, provide reasons for the outcome and advise the process for appeal of that decision and the timeframe for lodgement of such an appeal.

7.3. Matters to be decided by the Appeals Panel of the Board

- 7.3.1. At the close of the period for lodgement of appeals, the Academic Dean shall prepare them for consideration by the Board Appeals Panel and forward them to the Board Chair. Within five (5) days of receipt of the submissions at the Board Office the Chair shall review them and may request further information from the student.
- 7.3.2. The Board Appeals Panel shall meet to consider the submissions within ten (10) working days of their receipt at the Board Office.
- 7.3.3. In respect of an appeal, the Board Appeals Panel may:
- request further information from the student;
 - request the student to attend an interview, in which case the student shall be permitted to bring a friend;
 - decide the grounds used in the appeal do not constitute the experience of special circumstances or other acceptable grounds and dismiss the appeal – as appropriate in the case of international students, also advise intention to notify DEEWR of unsatisfactory performance unless the student appeals this decision within a specified time period;
 - decide to permit the student to continue studying:
 - without the imposition of any sanctions, or
 - under the sanction of conditional enrolment for a full- or half-year period, or
 - with permission to enrol in the compulsory unit on only one more occasion, or
 - with a reduced period of exclusion, or
 - replacing the period of exclusion with a period of suspension of equal or lesser length, or

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 17 of 19

➤ with conditions related to course completion arrangements.

- 7.3.4. When the Board Appeals Panel permits a student to continue studying, the Panel may prescribe, in addition to or in place of the above conditions, special conditions to apply to the student for a specified period.
- 7.3.5. The Board Chair shall make a written record of the treatment of each case for inclusion with copies of correspondence in the student folder in the Progression File.
- 7.3.6. As soon as practicable after the decision of the Board Appeals Panel, the Board Chair shall write to inform students of the outcome of consideration of their initial appeal, provide reasons for the outcome and advise the process for appeal of that decision and the timeframe for lodgement of such an appeal.

8. Responsibility and Authority

Body/Position with authority to initially approve the policy and procedures and amend the policy:

Academic Board

Body/Position(s) with delegated authority to amend the procedures consistent with the policy:

Principal

Body/Position(s) accountable for:

Distribution of the policy

Principal

Implementation of/Advice concerning the policy college

Principal, Academic Dean

Monitoring of and compliance with the policy

Principal

Evaluation and recommending amendment of the policy

Principal, Academic Dean

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 18 of 19

Appendix: Document History and Version Control Record

Document Title:	Progression and Intervention Policy
Source Documents:	ACTh Progression and Intervention Policy
Associated Internal Documents:	Vose College Student Handbook Dispute Resolution Policy for Students Variation of Enrolment Policy In-semester Intervention Policy Sample student letter templates
Associated External Documents	ESOS Act – https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Act/pages/default.aspx National Code 2007 - https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/pages/default.aspx
Authorised Officer:	Chairperson, Academic Board
Approved by:	Academic Board
Date of Approval:	16 May 2012
Assigned Review Period:	1 year
Date of Next Review:	Feb 2013

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	30 May 2011	Chairperson: Board of Directors	Submission to DES for Vose College NSAI Application: Attachment 6.3a-iii, Progression and Intervention Policy
1.10	6 Dec 2011	Chairperson: Academic Board	Reviewed and approved by Academic Board before resubmission to the HEAC.
1.20	5 Apr 2012	Chairperson: Academic Board	Reviewed by Dr Mick Stringer, Mr Ryan Verge, Dr John Olley and Mr Darren Smith for Academic Board: Removal of unnecessary sections, clarifying unclear sentences, incorporation of version control and legal numbering format.
1.30	16 May 2012	Chairperson, Academic Board	Reviewed by Dr John Olley for the Academic Board: Alignment with Dispute Resolution Policy and incorporation of In-Semester Intervention Policy
1.31	13 July 2012		Insertion of CRICOS disclaimer note at beginning by Mr Darren Smith, following notification by TEQSA. Note to be removed upon successful CRICOS registration.

Progression and Intervention Policy	Version 1.31
Filename: VC Progression and Intervention Policy 1.31.docx	Page 19 of 19