

# Course Progress Policy

## 1. PURPOSE/OBJECTIVE

MQC continually monitors students' course progress throughout each semester to ensure the achievement of academic requirements. Each unit outline specifies in detail the academic requirements for the unit. For the purpose of this policy document only, free support units are not counted as enrolled units.

Monitoring student progress allows for identification of those students who might be at risk of not completing their course within the required timeframe of their CoE and allows for intervention strategies to be implemented. MQC will provide students with additional support to help them achieve a successful outcome.

## 2. APPLICATION

This policy applies to all students at MQC

## 3. POLICY STATEMENT

This policy is designed to monitor the course progress of domestic and international students at MQC.

MQC international students are managed in accordance with the requirements of the ESOS Act 2000 and National Code 2007 Standards 9 and 10. Through this policy MQC meets DEEWR and DIAC requirements for international students and CoEs. DIAC have the view that if an international student holds a student visa they should be attending classes, studying and passing their units within the period stated on their CoE.

At the end of each semester MQC will identify students (both international and domestic) who have not met course progress requirements and implement an intervention strategy to assist any identified students.

MQC monitors, records and assesses the progress of each student in each unit of the course in which a student is enrolled, also taking into account the student's overall performance to date in the course in which the student is currently enrolled.

### 1. Progress Monitoring

- a. At the end of each semester the academic progress of each student is monitored and assessed by Student Administration.
- b. Where a lecturer becomes aware at any time during the semester that a student might be at risk of failing a unit, the lecturer notifies the Academic Coordinator.

## **2. Progress Assessment**

- a. At the end of each semester, following the submission of unit results but prior to their publication, the academic progress of all students is reviewed by MQC.
- b. Academic Progress is assessed on the basis of a student's performance in a semester of study, but also takes into account the student's overall performance to date in their course of enrolment. Students are deemed to be making satisfactory academic progress if they pass more than 50% of their enrolled units in a semester. Students who fail 50% of their units in a semester are not considered to be making satisfactory academic progress. These students meet with the Student Advisor.
- c. Undergraduate students who have not achieved a Grade Point Average (GPA) of 1.0 at the end of an academic year and after having attempted 36 credit points are not considered to have met the Minimum Rate of Progress (MRP). A GPA report is run at the end of each calendar year to identify students who have not met MRP.
- d. Such students will be excluded. In addition, international students will be issued with an Intention to Report letter to comply with DEEWR requirements.
- e. Prior to reporting the international student to DIAC, the students will have access to both an internal and external appeal procedure.
- f. Only after exhausting all avenues of appeal with an international student be report to DIAC for progression. In such cases, a 'Section 20' letter should be issued to the student via PRISMS. A copy of the letter must be placed in the student's file.
- g. Local students who are issued with an 'Intent to Exclude' letter will have the opportunity to access the Internal Appeals Process prior to exclusion.

## **3. Early Intervention Strategies**

- a. MQC aims to continually monitor at-risk students during the course of their enrolment and study, to ensure that any signs of difficulty are identified early.
- b. During the semester MQC monitors each student's academic performance and attendance levels.
- c. A personalised written notice will be sent via email to any student that MQC believes to be at risk of unsatisfactory academic performance or attendance levels. The purpose of this notice is to inform the student of the following:
  - i. That the student is at risk of failing to meet the minimum rate of course progress
  - ii. To inform the student of the consequences if they do not maintain satisfactory course progress.
  - iii. How this may affect their student visa
  - iv. To notify the student of academic and welfare support services available on campus to assist the student in their studies
  - v. To inform the student that they can book an appointment with a Student Advisor for assistance.
- d. Students may wish to discuss with the Student Advisor either academic issues or personal matters that are currently affecting their study. The Student Advisor and the student will agree on the intervention strategy for the student, and the student will be advised of the progression rules and the consequences of failing to meet course progress requirements.

## **4. Strategies to assist students**

- i. Attendance at the Study Skills Workshop
- ii. Attendance at a relevant support tutorial if applicable
- iii. Interview with a Student Advisor

- iv. Consultation hours with respective lecturers/tutors
- v. Limited enrolment load in subsequent semester if required
- vi. Academic and welfare guidance

#### **5. Extension of CoE's for International Students**

Any application for a CoE extension will be assessed by a Student Advisor. The CoE can be extended for either academic or compassionate or compelling reasons. When extending for academic reasons, an academic intervention strategy is required.

If the Student Advisor deems that an extension of the CoE is not appropriate, the Student Services Manager will contact the student to advise why. If a student is dissatisfied with the decision they may submit a written appeal against that decision in accordance with the Academic Grievance Policy.

#### **6. Exclusion – Undergraduate Students**

A student who fails to meet the required minimum rate of progress in a Program of Study is excluded from further enrolment. A minimum rate of progress is considered to be unsatisfactory if, at the end of an academic year, the student has attempted 36 credit points worth of units with an overall GPA of less than 1.00, and in the year under consideration has a GPA of less than 1.00.

Undergraduate students can access the appeals process as outlined in the Academic Grievances and Appeals policy to appeal their exclusion.

#### **7. Termination of Candidature – Postgraduate Students**

At the commencement of the course, MQC will notify the student of the requirements for satisfactory progress as set by the relevant Faculty at Macquarie University.

If the student fails to meet the requirements for satisfactory progress, the student will be asked to show cause why their candidature should not be terminated. After considering the show-cause, MQC will confirm the termination of candidature or permit the student to re-enrol (including any conditions placed upon their re-enrolment)

If the student does not show cause, or MQC confirms the termination of candidature, the Student Advisor will advise the student of their exclusion from the course.

Postgraduate students can access the appeals process as outlined in the Academic Grievances and Appeals policy to appeal their termination.

#### **8. Readmission after exclusion**

A student who has been excluded may apply to re-enrol after two calendar years have passed following the exclusion.

Application for permission to re-enrol after the period of exclusion has been completed must be submitted to the Student Services Manager and to the Macquarie University Senate as required.

Students who are denied the opportunity to re-enrol may appeal this decision through the Academic Grievances Procedure.

#### 4. DEFINITIONS

- **Course Progress**  
The measure of advancement within a course towards its completion.
  - **DEEWR**  
Department of Education, Employment and Workplace Relations, the Commonwealth government department responsible for overseeing international education and administering the ESOS Act and the National Code.
  - **DIAC**  
Department of Immigration and Citizenship, the Commonwealth government department responsible for issuing international students with visas.
- CoE**  
(Electronic) Confirmation of Enrolment – the document registered via the PRISMS database with DIAC to confirm a student's acceptance into a particular course for a specified duration.
- **ESOS Act 2000**  
The Education Services of Overseas Students (ESOS) Act, which regulates the delivery of education services to international students.
  - **Minimum Rate of Progress (MRP)**  
The minimum rate of satisfactory performance required from a student over the course of an academic year.
  - **National Code**  
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (July 2007).
  - **PRISMS**  
The Provider Registration and International Student Management Systems – the database used to process information given to the Secretary of DEEWR by Registered Providers.
  - **Enrolment Status**  
**Satisfactory Performance** – student is achieving satisfactory course progress and is permitted to continue in the course, and to re-enrol.  
**Excluded / Termination of Candidature** – the student has not achieved satisfactory course progress and is excluded from the course. The student is not permitted to continue in the course or to re-enrol. Students who are excluded are potentially in breach of Student Visa condition "Achieving Satisfactory Course Progress" and may be reported to DIAC. This may result in the cancellation of their student visa and a 3-year exclusion on further visa applications to Australia.

#### 5. RELATED DOCUMENTS

- MQC Grievance Procedure

## AMENDMENT HISTORY

<b>Department:</b>	Academic	
<b>Approval Authority:</b>	SMT	
<b>Approval Date:</b>	01 September 2010	
<b>Date for Next Review:</b>	01 September 2013	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
01/09/2010	1	New policy developed and implemented in line with MQ Policy.