

COURSE PROGRESSION POLICY – INTERNATIONAL STUDENTS			
Policy Name	Course Progression Policy – International Students		
Policy No	STU/28A		
Version Number	V4	Effective Date	08.07.2020
Authorised by	Nicole Watts		
Associated Policies	<ul style="list-style-type: none"> • Attendance Policy STU/26A • Non-Communication policy STU/25A • Assessment Submission Policy LERN11 • Assessment Extension Policy LERN11A • Assessment Appeal Policy LERN12A • Assessment Resubmission Policy LERN14A • Course Progression Domestic Policy STU21A 		
Associated Procedures	<ul style="list-style-type: none"> • STU/28B Course Progression and Intervention Strategy 		
Associated Documentation	<ul style="list-style-type: none"> • STU/02A Student Handbook • STU/21C Warning Notification One • STU/21D Warning Notification Two • STU/21E Notification of Intention to report DOE/DIBP • STU/21F Appeals Successful Letter • STU/21G Appeals Unsuccessful Letter 		
Standard	<ul style="list-style-type: none"> • Standard 8: Overseas student visa requirements 		
<p>Sydney Design School proactively monitors, records and assesses the course progress of each student for the course in which the student is currently enrolled. We will provide timely and proactive support for students in order that they may achieve their academic goals and course outcomes within the stipulated time frame.</p> <p>For international students monitoring their progress, attendance and course duration is a critical component of student management as the expected duration of an overseas student's study must not exceed the duration stipulated on the Confirmation of Enrolment (CoE).</p> <p>Sydney Design School is obliged to report overseas students to the Department of Home Affairs (DHA) and Department of Education, Skills and Employment (DESE) if academic progress falls below 50% or if course attendance falls below 80%, of the scheduled course units over two consecutive study periods.</p> <p>Sydney Design School will assess each student's academic progress at the end of each compulsory study period, which for the purposes of this policy will be each term, unless internal processes have identified earlier. We consider this length of time as reasonable for us to make an assessment of a student's course progress.</p> <p>Unsatisfactory academic course progress</p> <p>Unsatisfactory academic course progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.</p>			

Sydney Design School will define course requirements for each study period and be able to identify when a student has not passed or demonstrated competency in 50% or more of the course requirements. The course requirements for each study period will be made clear to the student at the start of the course and throughout the term.

Unsatisfactory course attendance

Unsatisfactory course attendance is defined as falling below 80% and is monitored and aligned to the Attendance Policy.

Sydney Design School maintains an intervention strategy for any student who is not making satisfactory course progress or maintaining course attendance. It is made available to staff and students and specifies:

- a. Procedures for contacting and counselling students;
- b. Strategies to assist identified students to achieve satisfactory course progress/attendance; and
- c. The process by which the intervention strategy is activated.

The intervention strategy includes provisions for:

- a. where appropriate, advising students on the suitability of the course in which they are enrolled;
- b. assisting students by advising of opportunities for the student to be reassessed for tasks in units or subjects they had previously failed to gain competency, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
- c. advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DHA and cancellation of their visa, depending on the outcome of any appeals process.

Sydney Design School will allow limited circumstances for an overseas student to fall below 80% attendance, the only exception will be if the student is attending at least 70% of the scheduled course and is maintaining satisfactory course progress.

Notification Warnings

If a student is identified for the first time as not making satisfactory course progress and or attendance they will be issued "**Warning Notification One**". The intervention strategy must be activated within the first four weeks of the following study period or as soon as Sydney Design School is aware of the progress being compromised and in danger of falling below required limits.

If Sydney Design School identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the intervention strategy will be implemented.

If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, Sydney Design School will notify the student of its intention to report the student to the DHA and DESE for unsatisfactory progress under "**Warning Notification Two**".

The written notice of intention to report the student for unsatisfactory progress will inform the student that they are able to access Sydney Design School's complaints and appeals process under Standard 8 and that the student has 20 working days in which to do so. A student may appeal on the following grounds:

- a. provider's failure to record or calculate a student's marks accurately,
- b. compassionate or compelling circumstances, or
- c. provider has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made

available to the student.

Where the student's appeal is successful, the outcomes may vary according to the findings of the appeals process.

- a. If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), the provider does not report the student, and there is no requirement for intervention.
- b. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support must be provided to the student through the provider's intervention strategy, and the provider does not report the student.

Sydney Design School will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS and to the department agencies in accordance with section 19(2) of the ESOS act if:

- a. the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or
- b. the student withdraws from the appeals process by notifying Sydney Design School in writing, or
- c. the appeals process is completed and results in a decision supporting Sydney Design School (i.e. the student's appeal was unsuccessful) Sydney Design School will notify DHA through PRISMS as soon as practicable of the student not achieving satisfactory course progress.

To ensure international students are not at risk of falling under the 50% academic course progression, Sydney Design School as part of the intervention strategy will also instigate warnings in line with the Course Progression Policy for Domestic students which involves the following:

Academic Caution

An Academic Caution will arise when a student does one of the following:

- / has not submitted an assessment within 24 hours of the due date without applying for an assessment extension
- / has received a "Not Yet Competent" for a resubmitted assessment
- / has missed a resubmission due date without previously notifying the Student Administrator

Students who meet this criteria will be notified by email. The communication will:

- / inform the student that they are receiving a Caution
- / inform the student of the reason they are receiving a Caution
- / inform the student of support available
- / inform the student should they receive three cautions per semester that they will be escalated to the second stage of the process and receive an "At Risk Warning"

At Risk Warning

This is defined as students that:

- / have received 3 Academic Cautions per semester
- / have outstanding assessments at the end of the semester

- / have received a high number of assessment extensions due to time management
- / have not maintained 80% attendance and/or have missed 3 or more consecutive classes during the semester without notification of absence, resulting in students falling behind in course work and assessments
- / an Educator has expressed concerns regarding their ability to understand course content and continue into the next unit of study

Students who meet this criteria will be notified by email. The communication will:

- / inform the student that they are at risk of either not graduating or not continuing their studies into the following semester
- / inform the student as to the reason they are receiving the "At Risk Warning"
- / inform the student that they are required to meet with the General Manager prior to attending their next scheduled class

In the meeting with the General Manager the reasons for an "At Risk Warning" will be discussed along with strategies and additional support that the school can offer. The student will have the opportunity to discuss their situation and bring any supporting documentation that may need to be reviewed in determining their suitability/ability to continue into the next unit of study. Options of extension to study, deferral or withdrawal will also be discussed.

For international students this is an important discussion as there may be visa implications. Sydney Design School will advise the student to contact DHA to seek advice on any potential impacts on their visa, including the need to obtain a new visa if the course duration is extended.

Students should bring as much relevant information as possible to the meeting to help Sydney Design School reach a decision including:

- / any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence,
- / any remedial action undertaken since the student was advised of the academic caution or of being at risk of unsatisfactory course progression, and
- / how the student intends to improve their academic performance

All staff of Sydney Design School will take responsibility for maintaining accurate records on student attendance, assessment, appeals, complaints and standard of work to ensure student progression is documented, intervention strategies employed, warnings are recorded in the register and reporting through PRISMS is completed within required timeframes.

The Program Leader in conjunction with the CEO and General Manager will define the workload for the study period and review the register of students at risk periodically throughout the term to ensure students are monitored before an issue arises.

The Student Administrator will use the reporting function of the student management system to monitor progress against assessment and attendance and will be responsible for maintaining the register of appeals processes.

Version Control Summary

Version	Date	Author	Details
V1	29/05/2018	Emma Lander	
V2	13/02/2019	Nicole Watts	

V3	16/01/2020	Nicole Watts	
V4	08.07.2020	Nicole Watts	