

ACADEMIC COURSE PROGRESS PROCEDURE (INTERNATIONAL)

PROCEDURE PURPOSE

This procedure explains the process and steps for managing Academic student's course progress (including monitoring progress and reporting students to the Department of Home Affairs for unsatisfactory course progress) at UTS Insearch and should be read in conjunction with the Academic Course Progress Policy (International).

SCOPE

This procedure applies to:

1. All students on student visas, enrolled in UTS Insearch academic courses (including the UTS Foundation Studies programs which are offered by UTS Insearch on behalf of UTS, and Diploma Programs offered by UTS Insearch.)
2. All staff involved in the management and reporting of UTS Insearch students' academic progress.

This procedure **does not** apply to UTS Insearch domestic students, or students on other types of visas (i.e. a tourist or working holiday visa).

PROCEDURE STEPS

Steps	Description	Responsible
1	Monitoring Academic Progress	
1.1	Student academic progress must be monitored and assessed throughout each study period or, at the minimum, at the end of each study period.	Teacher
1.2	Students are expected to monitor their own academic progress on line throughout each study period.	Student
2	Early Intervention	
2.1	At any time during the study period, when a teacher becomes aware of issues or has concerns regarding student's academic progress they should first speak to the student and then advise the Academic Adviser and the subject co-ordinator of these concerns.	Teacher

2.2	At any time during the study period, when a student is identified by their teacher as at 'possible risk of failing', the teacher should verbally remind the student of the academic progress requirements and offer counselling and assistance. Records of early intervention are to be kept on students' academic file.	Teacher Academic Adviser
3	Formal Intervention	
3.1	Where a student fails their first assessment in any subject during a study period, they are deemed 'at risk' of not meeting academic course progression requirements and must be sent an Academic Course Progress Policy (International) reminder letter and advised that they are required to meet with the Academic Adviser to discuss / action intervention strategies. Students may take a support person to this meeting. Copies of reminder letters and related correspondence are to be kept on the students' academic file.	Academic Adviser
3.2	If a student fails 50% or more subjects in a study period, or fails a subject for a second time, they are deemed at high risk and must be sent an Academic Course Progress Policy (International) Warning Letter . This letter will advise that unsatisfactory academic progress may lead to them being reported to the Department of Home Affairs. Students will also be required to meet with the Academic Adviser to discuss further action / intervention strategies. Students may take a support person to this meeting. Copies of warning letters and related correspondence are to be kept on the students' academic file.	Academic Adviser
3.3	Students identified as 'high risk' will be placed on an Academic Success Program and will be required to meet the conditions as set out in the Academic Success Agreement to improve their academic performance. Copies of this agreement and related correspondence are to be kept on the student academic file	Academic Adviser
4	Intention to Report to Department of Home Affairs	
4.1	Students who fail 50% or more subjects over two consecutive study periods, fails a subject more than twice or has more than five subject fails on their entire academic record will be deemed as having unsatisfactory academic progress.	Academic Adviser
4.2	Students who are deemed as having unsatisfactory academic progress must be posted and emailed the Intention to Report (ITR) letter, informing them that they are able to access the UTS Insearch Student Complaints and Appeals process, and that they have 20 working days in which to do so. Copies of ITR letters and related correspondence are to be kept on the students' academic file.	Academic Adviser

5 Appeals				
5.1	<p>A student may appeal a decision to report their failure to meet academic course progress requirements on the following grounds:</p> <ol style="list-style-type: none"> i. UTS Insearch's failure to record or calculate the student's marks accurately, ii. compassionate or compelling circumstances, or iii. UTS Insearch has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student. <p>Copies of appeals and related correspondence are to be kept on the students' academic file.</p>	Student		
5.2	<p>UTS Insearch must maintain the student's enrolment while the complaints and appeals process is ongoing as per the Student Complaints and Appeals Policy.</p>	Academic Adviser		
6 Reporting to the Department of Home Affairs				
6.1	<p>If the student:</p> <ul style="list-style-type: none"> - chooses not to access the complaints or appeals processes within the 20 working day period; - withdraws from the complaints or appeals process; or - on completion of the complaints and appeals process unsatisfactory academic course progress is confirmed and no external appeals have been accessed; <p>the Academic Adviser will prepare the student's academic file for review by the relevant stakeholder.</p>	Academic Adviser		
6.2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Foundation Students</p> <p>The UTS Compliance Officer will review the student academic file to ensure policy and procedure have been complied with and, if satisfied that all steps have been complied with, advise the Academic Adviser that the student can be reported via PRISMS.</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Studies Diploma Students</p> <p>The UTS Insearch Compliance and Reporting team will review the student academic file to ensure policy and procedure have been complied with and, if satisfied that all steps have been complied with, advise the Academic Adviser that the student can be reported via PRISMS.</p> </td> </tr> </table>	<p>Foundation Students</p> <p>The UTS Compliance Officer will review the student academic file to ensure policy and procedure have been complied with and, if satisfied that all steps have been complied with, advise the Academic Adviser that the student can be reported via PRISMS.</p>	<p>Studies Diploma Students</p> <p>The UTS Insearch Compliance and Reporting team will review the student academic file to ensure policy and procedure have been complied with and, if satisfied that all steps have been complied with, advise the Academic Adviser that the student can be reported via PRISMS.</p>	UTS Compliance Officer UTS Insearch Compliance and Reporting
<p>Foundation Students</p> <p>The UTS Compliance Officer will review the student academic file to ensure policy and procedure have been complied with and, if satisfied that all steps have been complied with, advise the Academic Adviser that the student can be reported via PRISMS.</p>	<p>Studies Diploma Students</p> <p>The UTS Insearch Compliance and Reporting team will review the student academic file to ensure policy and procedure have been complied with and, if satisfied that all steps have been complied with, advise the Academic Adviser that the student can be reported via PRISMS.</p>			
6.3	<p>The Academic Adviser will make a recommendation to the UTS Insearch Dean of Studies that the student be reported via PRISMS.</p>	Academic Adviser		
6.4	<p>The UTS Insearch Dean of Studies will review the student academic file and make a recommendation to UTS Insearch Compliance and Reporting on whether or not the student should be reported via PRISMS.</p>	Dean of Studies		

6.4	UTS Insearch Compliance and Reporting will report the student to DET and the Department of Home Affairs via PRISMS within 5 working days of finalising the decision to report.	UTS Insearch Compliance and Reporting
6.5	Once a student is reported on PRISMS, the student will be excluded from UTS Insearch. Students who are excluded are not permitted to re-enrol in any UTS Insearch course.	Student/Enrolments

Standard 8 of the National Code must be adhered to at all times.

DEFINITIONS

Academic Success Agreement	An Academic Success Agreement is made between a 'high risk' student and their Academic Adviser and details specific performance improvement conditions and initiatives which a student must meet. See "At High Risk".
Academic Success Program	An Academic Success Program is an agreed plan of intervention strategies put in place by an Academic Advisor to help improve an 'at high risk' student's academic performance.
Academic Adviser	Academic Advisers are responsible for liaising with teaching staff to identify students at risk, offering learning support to students, recording student sanctions and for giving approval to drop subject/s as per intervention strategy.
Academic Student	A student enrolled in any UTS Foundation Studies program, offered by UTS Insearch on behalf of UTS, or Diploma program offered by UTS Insearch.
'At Risk'	Students who fail an assessment in any given study period are deemed to be at risk of not meeting UTS Insearch academic course progression requirements.
'At High Risk'	Students who fail over 50% of their subjects in any study period, or students who fail any subject for a second time, are deemed to be at high risk of not meeting UTS Insearch academic course progression requirements.
Compassionate or Compelling Circumstances	<p>'Compassionate or compelling circumstances' are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • 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; • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; • a traumatic experience which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports); <p>or</p>

	<ul style="list-style-type: none"> Any other circumstance would require evidence to be considered as compassionate or compelling.
Course	The term “course” is used throughout this document to refer to UTS Foundation Studies programs and UTS Insearch Diploma courses.
DET	Australian Government Department of Education and Training
Domestic Students	Students who are Australian Citizens, Australian Permanent Residents, New Zealand Citizens or persons who are entitled to stay in Australia, or to enter and stay in Australia, without limitation as to time.
ESOS	The Education Services for Overseas Students 2000 (ESOS Act)
Excluded/Exclusion	Students who are excluded are not permitted to re-enrol in any UTS Insearch course.
Intention to Report (ITR)	In the context of this policy the notice of UTS Insearch’s Intention to Report an international student to the Department of Home Affairs for not achieving satisfactory academic progress, which is in breach of student visa conditions
Intervention Strategy	<p>The process of identifying and supporting students who, because of poor performance, are identified as being at risk of failing to make satisfactory academic progress.</p> <p>Intervention strategies may include but are not limited to:</p> <ul style="list-style-type: none"> Regular meetings with teachers / Academic Advisers for study assistance Support with implementing effective study strategies and time management skills Granting of special consideration in circumstances of serious illness or misadventure, which has affected the student’s ability to submit or sit for assessments. Adding to the special needs register and drafting of special needs plan if student’s needs comply with special needs policy Accessing learning support at UTS Insearch Reducing course load (if before census date academic students can be advised to drop subjects) Accessing counseling support Referring to any other support services if and when required. A combination of the above and a reduction/increase in course load depending on intervention strategy
Medical Certificate	A certificate issued by a registered medical provider such as hospitals, doctors, dentists (Emergency appointments only), psychiatrists and psychologists. UTS Insearch does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc. The medical certificate must be original and must state the provider number. Medical certificates bought online are not acceptable.
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018, a legislative instrument under the ESOS Act.
PRISMS	Provider Registration and International Students Management System.
Program	See “Course”.
Satisfactory Academic Progress / Satisfactory Course Progress	Satisfactory advancement within a course towards its completion, as demonstrated by satisfactory participation in and completion of formal

	assessment components scheduled throughout the course. See "Unsatisfactory Academic Progress / Unsatisfactory Course Progress".
Student	In this policy student refers to overseas students on a current student visa who are enrolled in UTS Insearch academic programs
Study Period	One semester in a Diploma or UTS Foundation Studies course. 12 teaching weeks
Support Person	Friend or relative
Teacher	Includes any class teacher, academic tutor, or lecturer.
Unsatisfactory Academic Progress / Unsatisfactory Course Progress	Unsatisfactory academic progress is defined by: a) Failing fifty per cent (50%) or more of subjects over two consecutive study periods; b) Failing a subject more than twice; c) Having more than five (5) fail results on their entire academic record.
UTS Insearch	Insearch Ltd.
UTS Insearch Academic Courses	All UTS Foundation Studies programs, which are offered by UTS Insearch on behalf of UTS, and UTS Insearch Diploma programs.

SUPPORTING DOCUMENTS:

- Academic Course Progress Policy (International)
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Academic Course Progress Policy (International) Reminder letter
- Academic Course Progress Policy (International) Warning letter
- Intention to Report (ITR) letter

ADMIN USE ONLY

APPROVAL	
Signature:	
Name: Tim Laurence, Dean of Studies	Date: 05/09/2018
Procedure Title	Academic Course Progress Procedure (International)
Senior Leader	Dean of Studies
Manager	Associate Dean of Studies
Procedure ID	PR/EDU/03/18
Effective Date:	5 September 2018