

## STUDENT PROGRESSION POLICY AND PROCEDURE

Student Progression Policy and Procedure		
Code: A1.09	Area: Academic	
Policy Owner: Academic Board	Version #: 2.5	Date: 9 Feb 2021
Policy Developer/Reviewer: QAM	Review date: 29 May 2022	

### VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	Academic Board	24 Mar 2011	Document creation
1.1	Academic Board	26 Nov 2014	Section 4 (Academic Literacy and English Language Proficiency) added; graduation section moved to new policy
1.2	Academic Board	19 Aug 2015	Changes in role responsibilities
1.3	Dean	09 May 2017	Minor change to Section 4 to clarify early assessment of academic literacy and English language proficiency testing
2.0	Academic Board	29 May 2019	Review and update to meet HESF15
2.1	Policy Review Group	27 Sep 2019	"Intervention Strategy" renamed "Academic Support Plan"
2.2	Policy Review Group	19 Dec 2019	Added Section 2.3.1(3) to specify indigenous support; shortened Section 2.3 (Monitoring Academic Performance) and removed Procedure 3.2 (Academic Support Plan Procedure) due to overlap with other policy
2.3	Policy Review Group	6 Feb 2020	Clarified the definition of Stage 1 and Stage 2 at-risk
2.4	Policy Review Group	26 Aug 2020	Clarified monitoring responsibilities, 2.3 Minimum Academic Standards and 2.5.1 Failure to Meet Academic Standards. Detailed the study load requirements specific to international students
2.5	Policy Review Group	9 Feb 2021	Clarified academic performance monitoring requirements for summer and winter classes

### PURPOSE AND SCOPE

The aim of this policy is:

- Define course progression requirements for students at SITCM.
- Outline the assistance available to students who are at risk of not achieving satisfactory progression at SITCM.

This policy applies to all students in the Bachelor of Traditional Chinese Medicine (BTCM) course at the Sydney Institute of Traditional Chinese Medicine (SITCM).

## 1 OVERVIEW

The Sydney Institute of Traditional Chinese Medicine (SITCM) has designed this policy to detail the rules for meeting course progression requirements and to define the grounds for exclusion of a student due to unsatisfactory course progress.

SITCM requires that the academic achievement of each student is monitored so that students who are determined to be 'at risk' can be provided with advice and support to ensure successful course completion within the maximum time for completion of the course.

This policy has been informed by the *Higher Education Standards Framework (Threshold Standards) 2015*, particularly Section 1.3 Orientation and Progression.

## 2 POLICY

### 2.1 MAXIMUM CANDIDATURE

#### 2.1.1 MAXIMUM TIME FOR COMPLETION

To be eligible for the award of the Bachelor of Traditional Chinese Medicine (BTCM) at SITCM, students must complete all specified requirements within a maximum of ten (10) years.

- 1) The ten (10) years will be calculated from the date the student commenced their first study period.
- 2) Students may defer their study provided they complete all specified requirements within the ten (10) year period. For more information please consult the *Deferral and Withdrawal Policy*.
- 3) Academic Support is offered to assist students in meeting this requirement in accordance with the *Student Academic Support Policy and Procedure*.

#### 2.1.2 EXTENSIONS

Students who fail to complete the BTCM within the maximum of ten (10) years may apply for an extension of time.

- 1) The student must be able to complete the BTCM within two consecutive study periods.
- 2) The student must make an application in writing to the Dean for an extension of time.
- 3) The application must be made at least one study period before the student's maximum time for completion lapses.
- 4) The application must include the reason(s) for the student's inability to complete the course in the maximum timeframe. Supporting documentation must be attached to the application.
- 5) Each application for an extension of time will be considered on its own merits and with reference to the students' academic performance.
- 6) Please see Section 3.1 Application for an Extension of Time Procedure.

#### 2.1.3 FAILURE TO COMPLETE WITHIN THE TIME LIMIT

Students who fail to complete course requirements within the specified time limit (including any extension of time granted) will have their enrolment terminated.

- 1) A statement noting that the maximum time for completion has been exceeded will appear on the final record of results issued to the student.

- 2) The student will be advised in writing of the decision to terminate their enrolment and will also be advised that they have twenty (20) working days from receiving notification of the decision to terminate their enrolment to appeal the decision.

## 2.2 STUDY LOAD

- 1) The standard full-time study load for the BTCM course is four (4) units of study per semester.
- 2) Students who wish to study more than the standard full-time study load in a semester must submit a completed *Application for Course Overload Form* (available on the [SITCM website](#) and Moodle) to the Administration Office.
  - a. The Dean will assess the application and determine whether approval should be granted having regard to the student's academic record to date.
  - b. If overload is granted, managing the overload is the student's own responsibility and is not grounds for an extension or special consideration.
- 3) International students on a student visa are required to enrol in a full-time study load in a semester. Students who wish to reduce their study load must submit an application with supporting documentation to the Administration Office.
  - a. The Dean will assess the application and determine whether approval should be granted on compassionate or compelling circumstances, such as:
    - i. Serious medical illness or injury to the student or a close family member;
    - ii. Death of a close family member;
    - iii. If SITCM is unable to offer any other units of study;
    - iv. If SITCM has recommended as part of an *Academic Support Plan* that a reduced study load is recommended to ensure the student successfully completes their remaining units of study.
  - b. If a reduced study load is approved, the student may need to request another electronic Confirmation of Enrolment (eCoE) to extend their student visa.

### 2.2.1 REQUISITE UNITS

- 1) Students must complete all prerequisite units before being enrolled in the unit that requires the prerequisite.
- 2) Students must complete all corequisite units before or while being enrolled in the unit that requires the corequisite.
- 3) If a student believes that this rule will adversely affect their course progress, the student may seek a requisite waiver by submitting a completed *Application for Requisite Waiver* (available on the [SITCM website](#) and Moodle) to the Administration Office.
  - a. The Dean will review the students' academic record and experience and assess whether the student has a reasonably high chance to successfully complete the unit that requires the requisite.
  - b. If the Dean believes the student has a reasonably high chance to successfully complete the unit, the student may be allowed to complete the unit without having completed the requisite unit.
  - c. The student must complete the requisite unit concurrently or at the next available time that the unit is being offered by SITCM.
- 4) A requisite waiver is not grounds for extension and/or special consideration in the event that the student performs poorly.

### 2.3 MINIMUM ACADEMIC STANDARDS

- 1) Students are required to attain the following minimum academic standards to be deemed to be maintaining satisfactory academic progress in a course:
  - a. Not fail a particular unit of study more than once; and
  - b. Not fail 50% or more of the units attempted in a study period.
- 2) These academic standards require minimum levels of academic literacy and English language proficiency.
  - a. "Academic Literacy" refers to the capacity of a student to undertake formal study and to understand and communicate discipline-specific knowledge.
  - b. "English language proficiency" refers to the student's ability to understand and communicate knowledge effectively in both written and spoken English.

### 2.4 MONITORING ACADEMIC PERFORMANCE

- 1) The Dean, with assistance from the Administration Office, monitors the academic performance of each student against the minimum academic standards at the end of each study period.
  - a. The Dean, with assistance from the Administration Office, monitors the academic performance of any student enrolled in a summer or winter class by the end of the subsequent semester.
    - i. I.e.: a student's academic performance in a winter class must be monitored by the end of Semester 2 in the same year, and a student's academic performance in a summer class must be monitored by the end of Semester 1 in the same year.
- 2) When a student is identified as at risk of failing to meet the minimum academic standards during a semester, they will be identified as Stage 1 at-risk and will be required to undertake academic support during that semester in accordance with the *Student Academic Support Policy and Procedure*.
  - a. To assess standards of academic literacy and English language proficiency, students are required to complete a short writing task in Week 1 of all Year 1 units.
  - b. Lecturers use this writing task to identify potential at-risk students and notify the Academic Support Officer, who determines whether these students should be classified as Stage 1 at-risk on a case-by-case basis.
- 3) Where a student has failed to meet the minimum academic standards in a semester, they will be identified as Stage 2 at-risk and will be required to undertake academic support during the following semester in accordance with the *Student Academic Support Policy and Procedure*.
- 4) The Dean will closely monitor the academic performance of students from disadvantaged groups, including indigenous Australians, and will take any necessary actions to ensure that they are receiving the support they need to successfully complete their studies.
  - a. Necessary actions could include (but are not limited to):
    - i. Arranging meetings with the Student Support Officer or Academic Support Officer.
    - ii. Providing access to appropriate external support services.

### 2.5 EXCLUSION FOR ACADEMIC REASONS

#### 2.5.1 FAILURE TO MEET ACADEMIC STANDARDS

- 1) If the academic performance of a student who is classified as Stage 2 at-risk (due to academic performance in the previous study period) again fails to meet the minimum

academic standards in the current study period, the Dean will advise the student in writing of SITCM's intention to cancel their enrolment.

- 2) The Dean's letter will also:
  - a. Refer the student to this policy; and
  - b. Invite the student to submit a written statement with supporting documentation within twenty (20) working days outlining reasons why they should be permitted to continue their enrolment in the course.
- 3) A student who does not submit a written statement within 20 working days will have their enrolment cancelled automatically.
- 4) If a statement is submitted as required, the Dean will consider it and may:
  - a. Terminate the student's enrolment; or
  - b. Permit the student to continue with or without conditions.
- 5) The Dean will provide a written statement to the student within 20 working days outlining their decision and informing the student of their right to appeal.
- 6) If a student is permitted to continue their enrolment, and the student again fails to meet the minimum academic standards or breaches any conditions imposed by the Dean, at any time before they complete the course, their enrolment will be terminated.

### 2.5.2 RE-ENROLMENT

Students who have had their enrolment cancelled for academic reasons may not re-apply to SITCM for a period of two (2) years.

- 1) Students who have had their enrolment cancelled for failure to meet academic standards and wish to re-enrol at a later date must:
  - a. Re-apply to SITCM via the admissions process.
  - b. Attend an interview with the Dean where they will be required to explain why they are now a suitable candidate for the BTCM.
    - i. The candidate should bring any supporting documentation to the interview.
  - c. The Dean will assess the application under the *Student Admissions Policy and Procedure* and with regards to the student's previous academic record.
- 2) Students who have had their enrolment cancelled for non-academic reasons will not be permitted to re-apply to SITCM.

## 2.6 INTERNATIONAL STUDENTS

International students are required to meet the following conditions in addition to the requirements as outlined in the rest of this policy.

### 2.6.1 TIME LIMIT

International students are expected to complete their course within the normal full-time net duration of the course (the CRICOS registered duration for the course) (as reduced by any credit for prior learning). This time frame is set out in the student's eCoE.

### 2.6.2 MONITORING

The Dean may extend the duration of an international student's enrolment where it is clear that the student will not complete the course within the expected duration if:

- 1) Compassionate or compelling circumstances exist (e.g. illness where a medical certificate states that the student was unable to attend classes); and/or
- 2) An *Academic Support Plan* has been implemented, or is in the process of being implemented for the student who is at risk of not meeting minimum academic standards; and/or

- 3) An approved deferral or suspension of the international student's enrolment has occurred.

### 2.6.3 REPORTING

- 1) If an international student who is classified as Stage 2 at-risk (due to academic performance in the previous study period) fails to meet the minimum academic standards in the current semester, the Dean will advise the student in writing of the intention to report the student for unsatisfactory course progress to the Department of Education and Training via PRISMS (Standard 8 of the National Code).
- 2) The student will also be advised that they have a right of appeal within twenty (20) working days.
- 3) A student not satisfied with the outcome of an internal appeal may lodge a further appeal with the NSW Overseas Student Ombudsman.
  - a. A student lodging an external appeal must inform the Registrar of their intention to do so in writing, within ten (10) working days of being informed of the outcome of the internal appeal.
- 4) A breach of course progress will only be reported in PRISMS if:
  - a. The internal and external grievance processes have been completed and the breach has been upheld; or
  - b. The international student has chosen not to access the internal grievance and appeals process within the twenty (20) working day period; or
  - c. The international student has chosen not to access the external grievance and appeals process; or
  - d. The international student withdraws from the internal or external appeals process by notifying the Registrar in writing.

## 2.7 APPEALS

- 1) A student may appeal against a decision made under this policy under the *Academic Grievance Policy and Procedure*.

## 3 PROCEDURES

### 3.1 APPLICATION FOR AN EXTENSION OF TIME PROCEDURE

- 1) The Registrar will manage the application for an extension process.
- 2) Student must complete an application for an extension of time and lodge their application with the SITCM office.
  - a. The application must be submitted at least one study period before the student's maximum time for completion lapses.
  - b. The student must attach any supporting documentation to the application.
- 3) The receipt of the application for extension will be acknowledged via email.
- 4) The Dean will review the application and decide whether to extend the period of time for the student to complete the BTCM.
- 5) The student will be notified of the decision within twenty (20) working days via email.
  - a. The email will outline the reasons for the decision.
  - b. Where an extension of time has not been granted, the student will be informed of their right to appeal the decision.

**4 RELATED POLICY AND OTHER DOCUMENTATION**

- 1) Higher Education Standards Framework (Threshold Standards) 2015.
- 2) *Education Services for Overseas Students (ESOS) Act 2000*.
- 3) A1.07 Student Academic Support Policy and Procedure.
- 4) E2.09 Deferral and Withdrawal Policy.
- 5) Application for Course Overload Form.
- 6) Application for Requisite Waiver.
- 7) Academic Support Plan.
- 8) A1.01 Student Admissions Policy and Procedure.
- 9) A1.14 Academic Grievance Policy and Procedure.