

Student Progression Policy and Procedure		
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VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	Academic Board	24 March 2011	Document creation
1.1	Academic Board	26 November 2014	Section 4 added – Academic Literacy and English Language Proficiency Section on graduation moved to new policy Clarification of responsibilities
1.2	Academic Board	19 August 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	QAM	30 May 2019	Review and update to meet HESF15.

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 Standard's)* 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.

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 MINIMUM ACADEMIC STANDARDS

2.2.1 ACADEMIC PERFORMANCE

Students are required to attain the following minimum academic standards in order to be deemed to be maintaining satisfactory academic progress in a course:

- 1) Not more than one failure in a particular unit of study; and/or
- 2) Not fail 50% or more of the units attempted in a study period.
- 3) An attendance rate of 80% or more in all units.

2.2.2 PREREQUISITE UNITS

Students must complete all prerequisite units.

- 1) Students must complete all prerequisite units before being enrolled in the unit that requires the prerequisite.
- 2) If a student believes that this rule will adversely affect their course progress, the student may seek a prerequisite waiver from the Dean.
 - 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 prerequisite.
 - 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 prerequisite unit.
 - c. The student must complete the prerequisite unit concurrently or at the next available time that the unit is being offered by SITCM.
- 3) Please note that a prerequisite waiver is not grounds for extension and/or special consideration in the event that the student performs poorly.

2.2.3 ACADEMIC LITERACY AND ENGLISH LANGUAGE PROFICIENCY

Students are required to meet minimum standards of academic literacy and English language proficiency.

- 1) *Academic Literacy* refers to the capacity of a student to undertake formal study and to understand and communicate discipline-specific knowledge.
- 2) *English language proficiency* refers to the student's ability to understand and communicate knowledge effectively in both written and spoken English.
- 3) To assess standards of academic literacy and English language proficiency, SITCM requires all students, in each unit of their first study period, to complete a short written paper. Students who do not meet minimum standards will be identified as at-risk and an *Intervention Strategy* will be agreed upon between with the Dean. See Section 2.3.2 Intervention Strategy.
- 4) Students may self-refer themselves to student support for assistance with academic literacy and English language difficulties.
- 5) SITCM will provide information about support services to assist students to enhance their academic literacy and English language proficiency skills during Orientation, via the website, via the Learning Management System, and in Unit Guides.
- 6) For more information please consult the *Student Academic Support Policy and Procedure*.

2.3 MONITORING ACADEMIC PERFORMANCE

2.3.1 STUDENTS 'AT RISK'

The Registrar monitors the academic performance of each student against the minimum academic standards at the end of each study period. Where a student has failed to meet the minimum academic standards, they will be identified as at-risk and will be required to undertake student support via an intervention strategy.

2.3.2 INTERVENTION STRATEGY

At-risk students will be identified by the Registrar, Dean, other academic staff and through self-referral.

- 1) At-risk students must attend an academic support meeting with the Dean and Academic Support officer.
 - a. Students who do NOT attend scheduled academic support meetings may face suspension or expulsion from SITCM.

- 2) An Intervention Strategy will be agreed upon between the Dean and the student at the academic support meeting. The Dean and the student will both complete the *Intervention Form* which outlines the obligations of the student and SITCM.
 - a. The student will keep a copy of the *Intervention Strategy*.
 - b. SITCM will keep a copy of the *Intervention Strategy* on file and it will be used to monitor the progress of the intervention and the student.
- 3) The Dean and the student will agree on the types of support that will be put in place. Support includes, but is not limited to:
 - a. Academic skills support;
 - b. Additional English support;
 - c. Additional tutoring/study group;
 - d. Additional clinic practice support;
 - e. Attending regular meetings with the Academic Support Officer;
 - f. Personal counselling;
 - g. Reduction in study load;
 - h. Referral to workshops or other professional service; and
 - i. Reduced study load for those students who satisfy the National Code Part D, Standard 9 criteria.
- 4) The Dean, Academic Support Officer and student will agree on a monitoring schedule.
 - a. The Academic Support Officer will monitor the student's progression with no less than two (2) scheduled meetings in the semester.
- 5) For further information about intervention strategies and student support please see the *Student Academic Support Policy and Procedure*.

2.4 EXCLUSION FOR ACADEMIC REASONS

2.4.1 FAILURE TO MEET ACADEMIC STANDARDS

Students may be excluded from SITCM for failing to meet the required academic standards. These may include, but are not limited to:

- 1) The failure to successfully complete the same unit three (3) times.
- 2) The failure to attend an academic support meeting.
- 3) The failure to meet minimum academic standards after an *Intervention Strategy* has been implemented.
- 4) The failure to adhere to an *Intervention Strategy*.

2.4.2 CANCELLATION OF ENROLMENT

Students who are deemed to be failing to meet academic standards will be advised in writing with a notice of intention to cancel their enrolment.

- 1) The Dean will request that the student provide a written statement within twenty (20) working days outlining reasons why they should be permitted to continue their enrolment in the course.
- 2) A student who does not provide a minimum statement within 20 working days will have their enrolment cancelled automatically.
- 3) The Dean will consider the written statement and may:
 - a. Terminate the student's enrolment.
 - b. Permit the student to continue with or without conditions.
- 4) 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 the decision.

- 5) A student who is permitted to continue their enrolment in the course, but with conditions imposed, who again fails to meet the minimum academic standards or breaches the conditions imposed, will have their enrolment terminated due to unsatisfactory academic progress.

2.4.3 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.
 - a. 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.

2.5 INTERNATIONAL STUDENTS

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

2.5.1 TIME LIMIT

International students are expected to complete their course within the normal full-time duration of the course (the CRICOS registered duration for the course), less any time allowed for areas of the course for which the student has been granted credit for prior learning. This time frame is set out in the student's Confirmation of Enrolment (CoE).

2.5.2 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 intervention strategy 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.

2.5.3 REPORTING

- 1) Following an intervention strategy being put in place, if an international student fails to meet the minimum academic standards in the subsequent 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.

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.

3.2 INTERVENTION STRATEGY PROCEDURE

- 1) At-risk students are identified.
- 2) An email is sent to at-risk students requesting their attendance at an academic support meeting.
- 3) The Dean, Academic Support Officer and the student will attend an academic support meeting.
- 4) An Intervention Strategy will be agreed upon by the Dean and the student and signed by the student.
- 5) The Academic Support Officer will meet with the student on at least two (2) occasions during the semester to monitor the progress of the intervention.
- 6) At the conclusion of the semester a meeting will be held to assess the students' progress.

4 APPEALS

A student may appeal against a decision made under this policy.

- 1) The grounds for appeal are that the decision is inconsistent with this policy.

- 2) Appeals must be made in writing and lodged with the Dean within ten (10) working days of the student receiving written notification of the decision.
- 3) The Dean will respond in writing to the appeal within twenty (20) working days and may confirm or vary the decision.
- 4) All decisions of the Dean in relation to appeals will be reviewed by the Teaching and Learning Committee.
 - a. If a student remains dissatisfied with the outcome of their appeal, they may utilise SITCM's grievance handling procedures. Please consult the *Academic Grievance Policy and Procedure*.

5 RELATED POLICY AND OTHER DOCUMENTATION

- 1) Higher Education Standards Framework (Threshold Standards) 2015
- 2) *Education Services for Overseas Students (ESOS) Act 2000* (Cth)
- 3) A1.07 Student Academic Support Policy and Procedure
- 4) E2.09 Deferral and Withdrawal Policy
- 5) Intervention Strategy
- 6) A1.01 Student Admissions Policy and Procedure
- 7) A1.14 Academic Grievance Policy and Procedure