

# Course Progress Policy & Procedures

## International Students

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### Purpose

The purpose of this policy is to ensure that Darwin Institute of Technology (DIT) monitors international students to ensure that they can complete their course within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress requirements. This policy applies for Domestic students as well.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations and to ensure that students do not breach their visa requirements.

This ensures compliance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### Definitions

**Academic staff** includes staff involved in Training and/or Assessment to overseas students for either VET

**CoE** means Confirmation of Enrolment

**DESE** means Department of Education, Skills and Employment

**DoHA** mean Department of Home Affairs

**ESOS Act** means the Education Services for Overseas Students Act 2000. ESOS agency is ASQA.

**National Code** means National Code of Practice for Providers of Education and Training to Overseas Students 2018

**Study period** is defined as a discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, provided that period does not exceed six months.

**PRISMS** means Provider Registration and International Student Management System (PRISMS).

**Training Product** means AQF qualification, skill set, unit of competency, accredited short course or module.

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### Policy

#### 1. Completion within expected duration

- International students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.
- Domestic students should complete their studies within the end dates as mentioned in student agreement. However, the domestic students can avail deferral of studies.
- DIT monitors international students' progress to ensure that students to complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE).

#### 2. Study Periods

- **For Domestic and International Students**
  - Study periods may also be known as 'terms' and are described Training and Assessment Strategies and course outlines. They are designed to ensure the academic integrity of the course is upheld. Usually a term is 10-week long.
  - Each study period is divided in half forming a monitoring point at mid (term) and end (term) points at which students are assessed for satisfactory course progress. It may also mean monitoring progress at the end of delivery of each unit/cluster of units. An international student must be identified as at risk prior to being reported as having not met satisfactory course progress requirements.

#### 3. Determining if a student has meet course progress requirements

- Students who do not meet course progress requirements are at risk of having their enrolments (and visas for international students) cancelled.
- Students must have demonstrated satisfactory course progress requirements by the end each study period.
  - **For ALL students** - this means, they must have successfully completed all the required assessment tasks.
  - If an international student fails **50% or more units** in two consecutive terms AND cannot improve the status after intervention plan ends, will be reported to DoHA & DESE. For domestic students, it means intention to withdraw from the course by DIT (and if applicable, informing Centerlink or relevant government agencies)

#### 4. Determining at risk students

##### For VET Students

- VET Students will be deemed at risk of not meeting course progression requirements if they:
  - do not submit assessment within the due date e.g. term end.
  - have received an assessment outcome of Not Yet Competent for one or more assessment tasks.

#### 5. Progress Monitoring

- All students progress will be monitored using the Course Progress and Attendance Monitoring Report and through Student Management System.
- At the end of each monitoring period:

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- The monitoring report is updated by the Director of Studies including a status of progressing, or at risk for all students on each reporting date. This is based on current evidence located in Student Management System and other academic records.
- The Director of Studies may consult with academic staff if there is any uncertainty or more evidence needed to confirm or deny a student's course progress status.

### 6. Intervention Strategy

- DIT ensures that it identifies, notifies and assist students where there is evidence that the student is at risk of not meeting course progress requirements. Intervention Plan will be activated once the result of a unit is finalized.
- For domestic and international students at risk of not meeting course progress requirements, an individual intervention plan will be developed that documents the support that will be provided. This may include:
  - attending tutorial in addition to regular classes
  - forming study groups for similar students
  - reviewing learning materials with the student and providing information to students and in a context that they can understand;
  - providing extra time to complete tasks;
  - English language support (providing referral to external services);
  - attending counselling (providing referral to external services);
  - receiving assistance with personal issues which are influencing progress;
  - receiving mentoring;
  - referral to external organizations where DIT is unable to address the identified learning or academic issues:
  - being placed in a suitable alternative subject within a course or a suitable alternative course; or
  - a combination of the above and a reduction in course load.
  - Other ways as decided by DoS, CEO in consultation with trainers.

### 7. Extension to an expected course duration for INTERNATIONAL STUDENTS

- Extensions to the course duration specified on the CoE and agreement are only allowed where:
  - A student is complying with an intervention strategy implemented for students who are identified at risk of not making satisfactory course progress, or
  - An approved deferral or suspension of studies has been granted in accordance with DIT's *Deferral, Suspension and Cancellation Policy and Procedures*. Compassionate or compelling circumstances apply, (suitable documentary evidence must be provided), which may include but is not limited to:
    - 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;

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- a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
  - where DIT is unable to offer a pre-requisite unit.
  - where the international student is unable to begin studying on the course commencement date due to delay in receiving a student visa.
- When the international student can only account for the variation/s by extending his or her expected duration of study, this will be reported to the DESE via PRISMS.
  - All variations in the student's study load, including the reasons for the variation will be recorded on the student's file. Variation will be done if student has achieved success in intervention plan and whenever appropriate.
  - Where the duration of the international student's enrolment is extended, DIT will advise the student to contact the Department of Home Affairs (DoHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

### 8. Online or distance learning enrolment

- **VET Students**
  - DIT will **not** deliver a course exclusively by online or distance to an international student, unless there is an unforeseeable situation like Covid-19 pandemic.

### 9. Reporting International students

- Where an international student has demonstrated unsatisfactory course progress despite interventions implemented, DIT will be required to report the student to DoHA via PRISMS and the student will receive a written notice informing them of the intention to report for non-satisfactory course progress and the reasons for the intention to report. [Student may have received several warning letters before the notice of intention to report is issued.]
- Students have the rights to appeal against decision to report as per DIT *Complaints and Appeals Policy & Procedures*. If the student chooses to access this process, the student will not be reported until this process is complete.
- DIT will only report unsatisfactory course progress in PRISMS if:
  - the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
  - the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period; or
  - the student has chosen not to access the external complaints and appeals process: or
  - the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
- All records will be kept on the student's file including warning letters and the notice of intention to report.

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### 10. Managing Domestic Students

- Though Domestic students do not have any legal obligation to complete a course within a specified time period (unless specifically advised by government agencies e.g. Centerlink), DIT reserves the right to set internal policies for monitoring their course progress as described above. The conditions - of (i) enrolling into all units offered in a term and (ii) Passing more than 50% of the units in two consecutive terms and (iii) following intervention plans diligently - will be applicable for domestic students. It will give DIT opportunity to manage the training and assessment operations in an orderly and disciplined manner along with the management of international students. However, the condition for deferral of studies is relaxed for domestic students. They may avail it whenever they want to and get an extension of the contracted duration period, subject to approval of DoS/CEO. Domestic students whose enrolment is cancelled due to course progress or attendance shortfall, may reenrol in the course later at a suitable time.

11. Management has the authority to override this policy in certain circumstances (e.g. student not attending classes at all, non-commencement of studies) to cover all eventualities.

### 12. Publication

- This policy will be published in the *International Student Handbook and Domestic Student Handbook* to ensure that course progress requirements are clearly communicated to students before they commence their course.
- This policy will also be covered during orientation for students and induction for all academic staff.

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### Procedures

#### 1. Monitor course progress

National Code: Standard 8

Procedure	Responsibility
<b>A. Monitor course progress</b> <ul style="list-style-type: none"> <li>Monitor students course progress to determine if students are at risk of not meeting course progress requirements.</li> <li>Use class activities, and class participation to informally monitor students in class. Trainers will do it primarily, but don't need to report.</li> <li>Use the Progress Monitoring Tool to monitor formal progress through Student Management System. Also use the Excel sheet updated by <b>Student Support Manager (SSM)</b>.</li> </ul>	VET Trainer/Assessor / Director of Studies
<b>B. Risk of Unsatisfactory course progress – Stage 1</b> <ul style="list-style-type: none"> <li>Where a student's course progress is at risk of unsatisfactory (i.e. failed in one unit/cluster), send a <i>First Warning Letter Risk of Unsatisfactory Course Progress</i> and inviting the student to attend a meeting to develop an intervention strategy. Risk of Unsatisfactory course progress means failing any unit or non-submission of any assessment.</li> <li>For VET Students: <ul style="list-style-type: none"> <li>This notice must be sent within the first 2 weeks of failing a unit. However, if a student is identified as at risk before the study period ends, the notice and intervention plan may be implemented sooner. Student has to submit re-assessment within 5 weeks of receiving the notice (or of the following term) and pass the unit. However, more time may be given if management decides.</li> </ul> </li> </ul>	Director of Studies  Student Support Manager  CEO
<b>C. Monitor student's progress following first warning</b> <ul style="list-style-type: none"> <li>Monitor student's progress according to the Intervention Plan.</li> <li>In collaboration with the student, adjust the <i>Intervention Plan</i> as required.</li> <li>Record outcomes of meetings in the <i>Intervention Plan</i>.</li> <li>Include the form in the student's file.</li> </ul>	Director of Studies  Trainer/Assessor
<b>D. Inform student of intention to report following continuing unsatisfactory course progress- Stage 2</b> <ul style="list-style-type: none"> <li>Continue to monitor course progress. Where the international student is still not meeting course progress requirements despite interventions implemented, send the student a notice of intention to report them to PRISMS. At each term end, students will be checked to find out whether anyone has failed 50% or more of the units in two consecutive terms. If student has not achieved that</li> </ul>	Director of Studies  Student Support Manager  Trainer/Assessor

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Procedure	Responsibility
<p>even after intervention plan/activities are ended, intention to report letter will be issued.</p> <ul style="list-style-type: none"> <li>Domestic students will receive Intention to Cancel Enrolment notice.</li> <li>This notice must be sent as soon as practicable by post to the student's registered address, as well as by email.</li> <li>Inform student in the same letter of their right to access DIT's Complaints and Appeals process and that they have 20 working days in which to do this from the date specified on the letter.</li> <li>Students who choose to access this process will not be reported if they appeal within 20 working days indicating DIT's intention to notify. Students must continue to attend classes during the appeals process as specified in DIT's <i>Complaints and Appeals Policy and Procedure</i>.</li> <li>Place a copy of the Letter and any other relevant documentation will be placed on the student file.</li> </ul>	
<p><b>E. Following the Notification of Intention to Report</b></p> <ul style="list-style-type: none"> <li>If the international student does not appeal against the decision to report them or if their appeal is unsuccessful, or if they withdraw from the process, report the student via PRISMS for breach of course progress requirements within 7 working days.</li> <li>If the domestic student does not appeal against DIT's decision to cancel or if their appeal is unsuccessful, or if they withdraw from the process, the enrolment will be cancelled. Deferral will be provided at DoS/CEO's discretion.</li> </ul>	<p>Director of Studies Student Support Manager</p>

## Document Control

Document No. & Name:	Course Progress P&P V1.0
Quality Area:	SC Students & Clients
Author:	Director of Studies
Status:	Approved
Approved By:	CEO
Approval Date:	31.08.2020
Review Date:	31.08.2021
Standards (National Code):	Standard 8
Standards (ELICOS):	Standard P4