



COURSE PROGRESS POLICY

Responsible officer	ACT Registrar, Simon Davies
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Approved by	Academic Board
Responsible Body	Academic Board
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Superseded documents	<i>Progression & Intervention Policy, Course Progress and Completion Within Expected Duration of Study Policy for Overseas Students</i>
Related documents	none
Student Lifecycle Stage/s	Learning

1. PURPOSE

To outline student progress expectations in coursework awards, and outline intervention strategies that ACT will put in place where students are deemed to not be maintaining satisfactory course progress.

2. DEFINITIONS

ACT is the *Australian College of Theology Limited*.

ACT Registrar is the officer of the **ACT** who manages academic administration and performance assessment.

Affiliated College is an institution approved to offer an accredited higher education award of the **ACT**.

CoE – Confirmation of Enrolment – a proforma document issued to overseas applicants by the ACT specifying the expected duration of study in a course (normal full-time duration less any period based on credit transfer) should the applicant enroll with the ACT.

Conditional enrolment see **Enrolment conditions**

Course see **Course of Study**

Course of Study is a course of units that lead to an award given by the **ACT**.

Course Progress is determined by the proportion of the number of units successfully completed compared to the number of units **undertaken**. Course progress for overseas students is further defined as the ability for students to be in a position to complete their course of study by the required date on the overseas student's **CoE**.

Coursework is work done by a student within a unit of study to a set curriculum and assessment schedule.

Enrolment conditions are interventions applied to students whose academic progression is unsatisfactory.



Exclusion is a sanction on students whose academic progression is found to be unsatisfactory for two consecutive enrolment periods.

Exclusion period is a period where students who are excluded are not permitted to undertake any units of study or apply for admission to any ACT course.

Home College is the primary **affiliated college** of a student. Students may study at more than one college, but will always have just one college identified as the “home college”, which is responsible for course advice, intervention strategies, guidance on suspensions of candidature etc. Students who elect to have no **affiliated college** as their **home college** during the course of their candidature in a **course of study** will have Australian College of Theology Limited set as their **home college**.

Off-campus units is a delivery mode of units in which there is no requirement for students to be attend a specific location at a specific time for the delivery of unit content, discussion of unit material, or completion of assessments.

Overseas students – are students from overseas countries studying in the ACT on an Australian student visa.

PRISMS is the *Provider Registration and International Student Management System*, provided by the Department of Education and the Department of Home Affairs for the administration of **overseas students**.

Registrar is the registrar or equivalent officer of an **affiliated college**.

Student is a student of the **ACT**. They may be a prospective, enrolled or former student.

Satisfactory course progress is determined by students successfully completing at least 50% of the units of study **undertaken** in any given enrolment period.

Units undertaken in this policy relates to the units of study enrolled by students where the enrolment was maintained after the census date, and there is a finalised enrolment status on the unit, with the exception of units with an enrolment status of “withdrawn”. The outcome of an undertaken unit will be either successfully completed or failed.

The following definition has been determined as a specific term for use in this policy:

Enrolment period is determined as a period of enrolment in units of study.



3. SCOPE

This policy applies to all students enrolled in coursework awards of the ACT.

4. POLICY STATEMENT

The Australian College of Theology is committed to exercising a duty of care towards students by reviewing each student's course progress at the conclusion of each enrolment period and intervening where a student is not maintaining satisfactory course progress.

5. PRINCIPLES

Satisfactory course progress

- 5.1 The ACT seeks to ensure that all students enrolled in an ACT course are maintaining satisfactory course progress. In accordance with the Higher Education Support Act (2003), satisfactory course progress is determined as students who successfully complete at least 50% of units of study **undertaken**.
- 5.2 At the conclusion of each enrolment period, the ACT Registrar will determine the course progress of each student from the recent enrolment period. Students who have successfully completed at least 50% of units undertaken are deemed to be maintaining satisfactory course progress. Students who have successfully completed less than 50% of units undertaken are deemed to be maintaining unsatisfactory course progress for that enrolment period, and the following intervention strategies are put in place:
 - If the student was deemed to have made satisfactory course progress in their most recent previous enrolment period the student will be placed on **conditional enrolment**.
 - If the student was already on conditional enrolment in their most recent previous enrolment period, the student will be subject to mandatory **exclusion**.
- 5.3 Course progress will be recorded by ACT on a student's course profile in the Student Management System.
- 5.4 If a student is placed on **conditional enrolment**, the ACT Registrar will notify the student in writing and copy the student's **home college** on the notification.
- 5.5 Conditional enrolment will require that prior to admission to any further units of study, the student will need to meet with their **home college** Registrar or Academic Dean in order to identify the issues which led to the student being in the position of conditional enrolment, and what steps have been put in place to avoid unsatisfactory course progress in the future.
- 5.6 The Registrar or Academic Dean is required to put in place appropriate **enrolment conditions** which relate to the identified issues. Examples of **enrolment conditions** include (but are not limited to):



- limiting the enrolment
- the load of a student
- restricting the delivery mode of units that the student may enrol in
- requiring that the student undergo academic support training provided by the affiliated college
- requiring that the student meet regularly with a tutor or course adviser
- requiring that the student participate in an English support program
- requiring that the student submit all assessments on time.

Failure to meet set enrolment conditions may result in the cancellation of a student's enrolment.

- 5.7 The Registrar is required to report to the ACT Registrar the proposed enrolment conditions set for every student who is placed on **conditional enrolment** prior to accepting any further enrolments for the student.

Exclusion

- 5.8 If a student is to undergo mandatory **exclusion**, the ACT Registrar will notify the student in writing, and copy the student's **home college** on the notification. The notice of exclusion will contain students' rights of internal and external appeal, as well as refer students to the Grievance Resolution Policy for Domestic Students or Grievance Resolution Policy for Overseas Students, whichever is relevant to the student.
- 5.9 Students who undergo mandatory **exclusion** may apply in writing to the ACT Registrar to appeal the exclusion. If granted, the student can continue to enrol under enrolment conditions set by the ACT Registrar.
- 5.10 Students who are to undergo mandatory **exclusion** will have their enrolment in their current course cancelled.
- 5.11 Students who reach **exclusion** will face a mandatory exclusion period of twelve (12) months, during which they are not permitted to undertake any units of study in any ACT course at any affiliated college.

Re-admission to an ACT course

- 5.12 After the conclusion of the twelve (12) month exclusion period, students on **exclusion** may apply for admission into either their previous or a new course. This admission will be treated as a new application in either case. Entry is not guaranteed. Students must apply in writing to the ACT Registrar, and identify the issues which led to them being in the position of exclusion, and what steps have been put in place to avoid unsatisfactory course progress in the future.



- 5.13 The ACT Registrar will assess the student's application for entry into a course based on the information provided. *The Higher Education Support Act (2003)* requires that the student demonstrate academic suitability for admission to the course, even if previously enrolled in that course.

Overseas Students Course Progress

- 5.14 In addition to the above policy requirements, overseas students must at all times be in a position to complete their course in the timeframe as specified in their **Confirmation of Enrolment (CoE)** in order to be deemed to be maintaining satisfactory course progress. There is an enrolment limit of twenty (20) credit points per semester in all awards. This means that where it is no longer possible for a student to catch up and complete their course by the end date of the CoE at the rate of twenty (20) credit points per semester, the student will be deemed to no longer be maintaining satisfactory course progress. When this occurs the ACT is required to take action against the student under the *ESOS Act*, which may result in the cancellation of the student's CoE, notification of this to the Australian Government Department of Home Affairs, and subsequent cancellation of the student's Australian student visa. The process for this is that ACT will notify the student of the intention to report the student for unsatisfactory course progress, informing the student of the reasons, and outlines students' right to access appeals processes within 20 working days. If the student appeals but is unsuccessful in appeal, or does not access the appeals process within the 20 working day period, or withdraws from the appeals process, ACT will then report the student's unsuccessful course progress in PRISMS,
- 5.15 Overseas students may enrol in no more than 25 percent of the total course by **off-campus units**. In each primary enrolment period of "semester 1" (census dates 1 Jan to 30 June) and "semester 2" (census dates 1 July to 31 December), overseas students must be studying at least one (1) unit that is not in off-campus mode.
- 5.16 Overseas students are strongly encouraged to study a normal full-time load (16 credit points) per 6 month primary enrolment period. However, a student may seek permission to enrol in less than a full-time load in any **enrolment period** if one or more of the following apply:
- there are compassionate or compelling reasons for reducing the load
 - the reduced load is part of a formal intervention strategy related to this policy
 - the student has undertaken, or plans to undertake, additional units in another enrolment period to maintain satisfactory progress to complete the course in the timeframe of the CoE
 - the number of units a student has left to complete in order to complete the requirements of the enrolled course do not constitute a full-time load



- units appropriate to a student’s course are not available in that study period at the student’s home college or by a reasonable alternative arrangement (including units at another **affiliated college** in attendance mode or in off-campus delivery mode).

5.17 To determine overseas students who are at risk of unsatisfactory course progress, at the end of each **enrolment period**, the ACT’s Overseas Student Liaison Officer will review the performance of each overseas student. In addition, at the commencement of each **enrolment period**, the Overseas Student Liaison Officer will review the enrolment applications from each overseas student, to ensure that the unit selections of overseas students are appropriate to the student’s course to maintain satisfactory course progress. This review will consider the student’s intended enrolment load, study mode, course unit requirements, and student past academic performance, with a view to the likelihood of successful completion of the intended units of study.

If the student is at risk of unsatisfactory course progress, the Overseas Student Liaison Officer, together with the ACT Registrar, will intervene to provide targeted support where it is indicated from the above measures that the overseas student may be at risk of future unsatisfactory course progress.

6. RELATED DOCUMENTS AND LEGISLATION

[Education Services for Overseas Students Act 2000](#) (ESOS Act)

[Higher Education Support Act 2003](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

7. REFERENCES

N/A

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	19/10/2018	01/01/2019	Policy created
2	Academic Board	8/3/2019	8/3/2019	Updating definition of Enrolment Period specifically for this policy
3	Academic Board	18/10/2019	18/10/2019	Update definition of units undertaken to exclude students where the enrolment status is withdrawn after census date without academic penalty.
4	Registrar	31/10/2019	31/10/2019	Include reference to process for identifying overseas students who are at risk of unsatisfactory course progress;



				Include reference to process for recording course progress; Include reference to process for reporting overseas students on PRISMS for unsatisfactory course progress.
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