

## Policy Title

Academic Progress and Intervention Monash University English Language Centre (MUELC) Policy

## Purpose

The Academic Progress and Intervention MUELC Policy and Procedures set out the processes for identifying, notifying and assisting students 'at risk' of not making satisfactory course progress, and ensuring that standardised procedures are followed in cases where a student fails to make satisfactory course progress.

## Scope

This policy applies to all Monash University English Language Centre (MUELC) students – those studying Monash English (ME) Courses and those studying Monash English Bridging (MEB) Courses.

## Policy Statement

MUELC is committed to helping students successfully achieve their academic goals and has in place strategies to monitor satisfactory course progress and provide support to students identified as at risk of not achieving satisfactory course progress.

Where a student is deemed to be 'at risk' of not making satisfactory course progress, the Academic Progress and Intervention Procedures will apply.

## Monash English (ME)

To achieve satisfactory course progress for Monash English, students are required to achieve 'Meets Requirements' or higher in all skill areas in End of Course Assessments: Reading, Writing, Listening, Speaking and Folio.

Students will be deemed 'at risk' after failing one or more modules of their course and will be provided with intervention strategies including learning plans, extra work, counselling and workshops. Failure to pass a level after 20 weeks will result in exclusion from the program.

## Monash English Bridging (MEB)

To achieve satisfactory course progress for Monash English Bridging, students are required to meet minimum grades (A–G) in all skill-area hurdles (Speaking, Listening, Reading and Writing, and Study Skills) in accordance with their stream of study and intended destination course entry requirements. (See MEB Student and Teacher Guides for more details).

Students may be deemed 'at risk' following diagnostic evaluation by their class teacher/s and/or lack of progress against Study Skills Key Tasks. At-risk Students will be provided with intervention strategies including individual learning plans, extra work, counselling and

workshops. Failure to successfully complete the Study Skills Hurdle will result in exclusion from the program.

## Definitions

<b>Meets Requirements</b>	Grading schema used in Monash English to signify successful completion
<b>Folio</b>	(Monash English only) A series of listening, speaking, reading and writing tasks and activities that students need to complete over the duration of the course either in class or as homework.
<b>Hurdle</b>	(Monash English Bridging only) A hurdle requirement is a collection of assessment tasks stipulating a minimum level of performance as a condition of successful course completion. MEB has four skill-area hurdles: Speaking, Listening, Reading and Writing and Study Skills
<b>Study Skills Key Tasks</b>	Designated pieces of coursework that contribute to the successful completion of the Study Skills Hurdle. Study Skills Key Tasks are submitted through Moodle
<b>Moodle</b>	An open-source learner management system that houses Monash College curricula and information.

## Legislation and Standards

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code 2018)

The Education Services for Overseas Students Act 2000 (The ESOS Act 2000)

<b>Reference Policies and Supporting Documentation</b>	Academic Progress and Intervention Monash English Procedure Academic Progress and Intervention Monash English Bridging Procedure
<b>Responsibility for Implementation</b>	MUELC Teaching and Learning Staff Head of Studies
<b>Status</b>	Revised
<b>Key Stakeholders</b>	Executive Director Pathways Director, Governance Director, English Head of Studies, MUELC Administration Staff, MUELC Manager of Planning and Reporting, MUELC Student Administration MUELC students
<b>Approval Body</b>	Director, English Director, Governance
<b>Date Effective</b>	2/01/2020
<b>Next Review Date</b>	2/01/2023
<b>Policy Owner Job Title</b>	Director, English
<b>Policy Author</b>	Head of Studies
<b>Contact</b>	Vanessa Fortyn
<b>Other Location</b>	
<b>Policy Level</b>	Level 3

## Implementation plan

- Step #1** | Inform relevant key stakeholders via email.
- Step #2** | Document to be stored in a suitable location for staff access.

## Change history

Version Number	Approval Date	Approved by	Brief outline of changes
1.2	20.12.2019	Director, English Director, Governance	Addition of Study Skills Hurdle information
1.1	18.05.2017	Cross Divisional Learning and Teaching Committee	Separation of procedures for ME and MEB courses Updating of policy and procedure to reflect changes in MUELC practice.
1.0	July 2012	MUELC Management	New Policy