

PROCEDURE

Procedure Title

Academic Progress and Intervention Foundation Year Procedure

Parent Policy

Academic Progress and Intervention Foundation Year Policy

Definitions

Academic Progress Committee

The committee responsible for determining the future enrolment of students identified as having made unsatisfactory course progress.

DESE

Department of Education, Skills and Employment

DHA

Department of Home Affairs

PRISMS

Provider Registration and International Student Management System

Preamble

The Academic Progress and Intervention Procedure outlines the process of monitoring academic progress; identifying, notifying and assisting students at risk of unsatisfactory course progress; and reporting students who fail to meet progress requirements as required by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018).

Procedure

Ref	Steps	Responsibility
1.	<p>Identifying Students</p> <p>At the end of each semester, students may be sent the following notices as per the conditions outlined in the Academic Progress and Intervention Policy.</p> <ul style="list-style-type: none">• Notice of Ineligibility to Transition (Extended Students)	Student Administration

Ref	Steps	Responsibility
	<ul style="list-style-type: none"> • Early Course Progress Warning • Notice of At Risk of Unsatisfactory Course Progress • Notice of Unsatisfactory Course Progress. <p>Notifications will be sent within 10 working days of result release.</p>	
2.	<p>Early Warning – Course Progress</p> <p>Students placed on early warning will be advised of Monash College support services and how to seek academic assistance.</p> <p>It is the students' responsibility to seek support and assistance as appropriate.</p>	Student Administration
3.	<p>Notice of At Risk of Unsatisfactory Course Progress</p> <p>Students identified as at risk of unsatisfactory course progress will be advised of Monash College support services and how to seek academic assistance.</p> <p>The Head of Studies may assign further interventions to students identified as being at risk as appropriate.</p> <p>Further interventions may include but are not limited to:</p> <ul style="list-style-type: none"> • A reduction in study load • Asking the student acknowledge receipt of an intervention plan or academic progress contract • Scheduled meetings with Monash College staff members <p>It is the students' responsibility to engage with interventions assigned to them.</p>	<p>Student Administration</p> <p>Head of Studies</p> <p>Students</p>
4.	<p>Notice of Unsatisfactory Course Progress</p> <p>Students identified as having made unsatisfactory course progress will be given the opportunity to state any compassionate and compelling circumstances impacting their progression to the Academic Progress Committee (APC) and submit supporting evidence.</p> <p>Examples of compassionate and compelling circumstances and appropriate evidence include:</p>	Student Administration

Ref	Steps	Responsibility
	<ul style="list-style-type: none"> serious illness or injury where a medical certificate issued by a Doctor* (in line with the Australian Medical Association Guidelines) states that the student was or will be unable to attend classes; bereavement of a close family member such as a parent or grandparent (where possible death certificates should be provided); major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies traumatic experience which could include; involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologist's reports). <p>Students must provide all information they wish to be considered by the APC within 5 working days of receiving the Notice of Unsatisfactory Course Progress.</p>	Students
5.	<p>APC Review</p> <p>APC membership is at the discretion of the Director, Foundation Year, At a minimum, the APC will be comprised of the following:</p> <ul style="list-style-type: none"> A Foundation Year Head of Studies A Foundation Year Learning Skills Adviser <p>The APC will consider the student's explanation, evidence and academic history in determining the student's outcome.</p> <p>Possible outcomes of the APC review are:</p> <ul style="list-style-type: none"> Continuation of study with conditions placed on enrolment Exclusion from further study at Foundation Year 	<p>Director, Foundation Year</p> <p>Academic Progress Committee</p>
6.	<p>Enrolment Conditions</p> <p>Enrolment conditions for those students allowed to continue studying in Foundation Year may include but are not limited to:</p> <ul style="list-style-type: none"> Completion of Foundation Year within a specified period The units which the student must or must not enroll in The total study load undertaken by the student Mandatory meetings with Monash College staff members Attendance requirements 	Academic Progress Committee

Ref	Steps	Responsibility
	It is the student's responsibility to meet the conditions placed on their enrolment. Failure to meet enrolment conditions may result in exclusion from further study.	Students
7.	<p>Appealing the APC Decision to Exclude</p> <p>Students excluded by the APC may appeal the decision in writing to pathways.appeals@monashcollege.edu.au.</p> <p>Any appeal is limited to one or both of the following grounds:</p> <ul style="list-style-type: none"> • New evidence, being evidence not reasonably available to the student at the time of the APC review. • Procedural irregularity. <p>Appeals must be received within 20 working days of the date of the notice of exclusion.</p> <p>Appeal submissions must include the student's full name, Monash ID number, an outline of the grounds of appeal and all available supporting evidence.</p>	Students
8.	<p>Appeal Outcome</p> <p>The Director will review the documentation and/or evidence provided and determine the outcome of the appeal.</p> <p>The Director will make reasonable endeavors to reach a decision within 10 working days from receipt of the appeal.</p> <p>In the event that an appeal is successful, the Director may place enrolment conditions on the student as outlined in Section 5.</p>	Director, Foundation Year
9.	<p>Reporting and Cancellation of Enrolment</p> <p>Students who have been excluded by the APC and have either chosen not to lodge an appeal or had their appeal rejected will be reported to the DHA and DET for unsatisfactory course progress via PRISMS and have their enrolment cancelled.</p> <p>For those students who do not lodge an appeal, reporting and cancellation of enrolment will take place 20 working days from receipt of the APC review outcome. Students who have had their appeal rejected will have their enrolment cancelled after 10 working days from receiving the appeal outcome unless an external appeal is lodged</p>	Student Administration

Ref	Steps	Responsibility
10.	Document Retention Copies of notices sent to students; the outcome of reviews by APC; and the outcome of appeals against exclusion will be stored in TRIM for a minimum of two years. The student can request to access this information at any time within this timeframe by submitting a written request to Student Administration.	Student Administration

Legislation and Standards	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018(The National Code 2018) Education Services for Overseas Students Act 2000 (Cth) (The ESOS Act 2000) Higher Education Standards Framework (Threshold Standards) 2015, Standard 1.3
Reference Policies and Supporting Documentation	Academic Progress and Intervention Foundation Year Policy Underload Foundation Year Policy Application for Release Letter – International Student Form Application to Underload – International Students Application for Discontinuation of Studies at Monash College Application for Intermission of Studies at Monash College Course or Unit/s Variation Form
Responsibility for Implementation	Director, Foundation Year Foundation Year Head of Studies Foundation Year Learning Skills Advisor Foundation Year Discipline Leader/s Student Administration Team
Status	Revised
Key Stakeholders	Director, Foundation Year Foundation Year Head of Studies Foundation Year Learning Skills Advisor Foundation Year Discipline Leader/s Foundation Year Student Administration Team Foundation Year Teachers Foundation Year Students
Approval Body	Director Pathways Director Governance

Date Effective	25/05/2021
Next Review Date	24/05/2024
Owner Job Title	Director Foundation Year Foundation Year
Procedure Author	Academic Governance and Quality Manager
Contact	Foundation Year Head of Studies
Other Location	Monash College website. Source

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	February 2011	-	New procedure
2.0	15 March 2017	Director English & Foundation Year, and Associate Director Governance	Revision of the definition of at risk of not making satisfactory course progress and the definition of unsatisfactory course progress. Updates to APC appeals process to reflect current practice.
2.1	9 February 2018	Director English & Foundation Year, and Associate Director Governance	Procedure added for Extended students.
3.0	12 May, 2021	Foundation Year Board of Studies	Added Early Warning notice. Clarified APC membership. Added examples of compassionate and compelling circumstances.

			Clarified enrolment conditions. Added timelines for cancellation of enrolment and reporting. Reviewed wording for clarity.
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