

## Higher Education Course Progress

### Policy

Carrick Higher Education (Carrick) monitors students' course progress to facilitate the identification of students who are experiencing difficulties in their studies and are at risk of exclusion and to ensure appropriate learning support is offered to students who are not progressing satisfactorily.

In addition, Carrick is required by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 to monitor international students' course progress. Where an international student makes unsatisfactory course progress for a period of two consecutive trimesters (30 study weeks), the student will be reported to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) via PRISMS and their CoE will be cancelled, which may also result in their student visa being cancelled.

### Definitions

**Course progress** is defined as the measure of advancement within a course towards the completion of that course demonstrated through assessment.

**Unsatisfactory course progress** is defined as not successfully completing at least 50 % of the course requirements for the trimester.

**Monitoring** refers to an active checking of course progress.

### Guidelines

#### 1.0 Assessment Process

- 1.1. To be successful in all higher education programs, students need to demonstrate the level of understanding, knowledge and skill expected by the level of academic achievement suitable to the level of the qualification.
- 1.2. The level of academic achievement is set by the Academic Advisory Board (AAB) and is conveyed to the instructor, lecturer, or tutor through a moderation of assessments process, where an external moderator is appointed to monitor the quality of the assessment tasks set and the marking of those assessments.
- 1.3. Progress of a student enrolled in any higher education program at Carrick Higher Education in a particular trimester (15 study weeks) is regarded to be unsatisfactory if the student is deemed **to have not achieved a grade of Pass or higher in 50% of the units** within the trimester (15 study weeks) that they enrolled in.
- 1.4. Outcomes are graded using the grading system listed below.

## 2.0 Higher Education Grading System

2.1. This grading system is applied to all Carrick Higher Education courses.

<b>High Distinction</b> (85% - 100%)	Exceptional performance indicating complete and comprehensive understanding of the subject matter; genuine mastery of relevant skills and knowledge; demonstration of an extremely high level of interpretative and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the subject.
<b>Distinction</b> (75% - 84%)	Excellent performance indicating a very high level of understanding of the subject matter; development of relevant skills and knowledge to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the subject.
<b>Credit</b> (65% - 74%)	Good performance indicating a high level of understanding of subject matter; development of relevant skills and knowledge to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the subject; some minor objectives may not be fully achieved.
<b>Pass</b> (50% - 64%)	Satisfactory performance indicating an adequate understanding of most of the basic subject matter; adequate development of relevant skills and knowledge; adequate interpretive and analytical ability and achievement of all major objectives of the subject; some minor objectives may not be achieved.
<b>Fail</b> (0% - 49%)	Unsatisfactory performance indicating an inadequate understanding of the basic subject matter; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve major and minor objectives of the subject.
<b>DNS</b>	Student failed to submit any assessed work.

### 3.0 Monitoring Course Progress

- 3.1. Course progress will be checked against completion of course within the specified duration.
  - 3.1.1. Any student who is identified as not completing their course within expected duration will be contacted to rectify the situation through consultation with the Course Coordinator. For further guidelines please refer to SMP 32 Extension of Course Duration.
- 3.2. On completion of each trimester, the Course Results Group (comprised of the Course Coordinators and the Academic Director or nominee), submits the results for ratification to the Academic Advisory Board.
- 3.3. At this time, the Course Results Group identifies students who have **not** made satisfactory course progress for that trimester and recommends appropriate intervention strategies to the Academic Advisory Board, who note the intervention strategies.
- 3.4. The Course Coordinator initiates the intervention process, ensuring that the intervention strategy is activated within the first four weeks of the trimester.
  - 3.4.1. Each student who has been identified as not making satisfactory course progress is sent an **Unsatisfactory Course Progress Disciplinary Letter** requesting that they make an appointment to discuss their course progress with the Course Coordinator.
  - 3.4.2. The Course Coordinator will establish a program of support/intervention strategies for the student to help them achieve satisfactory course progress.
  - 3.4.3. The student will be placed on probation for the following trimester.

### 4.0 Support/Intervention

- 4.1. Where a student has been identified as being at risk of not making satisfactory course progress, support/intervention strategies are considered to assist the student.
  - 4.1.1. The student's records are considered as part of the intervention strategy, in particular:
    - results
    - attendance records
    - previously implemented intervention strategies
  - 4.1.2. The following intervention strategies are considered on a case-by-case basis:
    - i. English language support for oral and written comprehension.
    - ii. Assistance with academic skills such as essay & report writing, meeting assessment requirements and research skills
    - iii. Attending a study group.

- iv. Counselling with the Student Services Department for assistance with personal issues affecting course progress.
  - v. Opportunity for resubmission.
  - vi. Changing courses.
  - vii. Mentoring by the teacher or nominated student.
  - viii. Referral to external organisation for assistance.
  - ix. Reduction in course load.
  - x. Combination of strategies outlined in i-ix above.
- 4.2. The student meets with the Course Coordinator to discuss and agree to the intervention strategy and CHESMF 16 Higher Education Intervention Record is completed and signed off by the Course Coordinator and the student.
- 4.2.1. A copy of the intervention record is given to the student, and a copy is kept in the student's file.
- 4.3. The student is monitored by the teaching and learning committee where feedback on course progress is received from the lecturer. The agreed intervention and strategies are altered accordingly when required.
- 4.3.1. If the intervention strategies are altered, a new CHESMF 16 Higher Education Intervention Record must be completed and signed off.
- 4.4. Where a support/intervention strategy is implemented the student will be required to meet the Course Coordinator on a regular basis for follow up.
- 4.4.1. All meetings with the student are to be recorded using CHESMF 10 Higher Education Diary Note form and a copy kept on the student's file.
- 4.4.2. Each CHESMF 10 Higher Education Diary Note form needs to be signed by the Course Coordinator and the student.

## 5.0 Unsatisfactory Course Progress

- 5.1. Where an international student fails to make satisfactory course progress in two consecutive trimesters (30 study weeks), Carrick will report the student to DIAC for unsatisfactory course progress.
- 5.1.1. Written notification will be sent to the student informing them of Carrick's intention to report them to DIAC for unsatisfactory course progress and advising the student that they have 20 working days to lodge an internal appeal prior being reported. (See CHESMP 40 Grievance Handling & Resolution Policy & Procedure).
- 5.1.2. A student's internal appeal will be considered in the following circumstances:
- i. The student's marks have been calculated incorrectly.
  - ii. Compassionate or compelling circumstances apply (see SMP 31 Compassionate and Compelling Circumstances).
  - iii. An intervention strategy or other policies were not implemented according to Carrick's documented policies

and procedures that have been made available to students via MyCarrick.

- 5.1.3. Where a student lodges an appeal the student will only be reported when the appeal process is completed, that is; Carrick's internal appeals process plus one external appeal (if required) and the appeal decision does not favour the student.
  - 5.1.4. The student is to maintain their enrolment throughout the appeals process.
  - 5.1.5. In the instance where a student is to be reported, the Compliance Department is notified to report the student to DIAC for unsatisfactory course progress.
- 5.2. Where a domestic student fails to make satisfactory course progress in two consecutive trimesters (30 study weeks), Carrick may cancel their enrolment. Refer to CHESMP 35 Deferral, Suspension and Cancellation Policy for more information.
- 5.2.1. Written notification will be sent to the student informing them of Carrick's intention to cancel their enrolment due to unsatisfactory course progress and advising the student that they have 20 working days to lodge an internal appeal prior to having their enrolment cancelled. (See CHESMP 40 Grievance Handling & Resolution Policy & Procedure).
  - 5.2.2. A student's internal appeal will be considered in the following circumstances:
    - iv. The student's marks have been calculated incorrectly.
    - v. Compassionate or compelling circumstances apply (see SMP 31 Compassionate and Compelling Circumstances).
    - vi. An intervention strategy or other policies were not implemented according to Carrick's documented policies and procedures that have been made available to students via MyCarrick.
  - 5.2.3. Where a student lodges an appeal the student's enrolment will only be cancelled when the appeal process is completed, that is; Carrick's internal appeals process plus one external appeal (if required) and the appeal decision does not favour the student.
  - 5.2.4. The student is to maintain their enrolment throughout the appeals process.

## 6.0 Erratic Course Progress

- 6.1. Where a student is deemed to be erratic in their course progress through the monitoring process they may have their enrolment cancelled. Refer to CHESMP 35 Deferral, Suspension and Cancellation Policy for more information.

### **Related Policies**

AP 26 Reporting of International Students on PRISMS  
CHESMP 40 Grievance Handling & Resolution Policy & Procedure  
CHESMP 20 Student Cheating and Plagiarism Policy  
SMP 31 Compassionate & Compelling Circumstances  
SMP 32 Extension of Course Duration  
CHESMP 35 Deferral Suspension and Cancellation  
CHETA 3 Higher Education Assessment

### **Related Forms**

CHESMF 10 Diary Note Form (Electronic)  
CHESMF 16 Higher Education Intervention Record (Electronic)  
SMF 15 Request Complaint Appeal Form (Electronic)  
Unsatisfactory Course Progress Letter

### **Policy Locations**

P: Drive  
MyCarrick  
Website