



ACADEMIC PROGRESS POLICY ENGLISH PROGRAMS

SECTION 1 - PURPOSE AND SCOPE

- (1) The Academic Progress Policy, English Programs will provide guidance to staff and international students in regard to The College's policy and procedures in relation to English Program international students at risk of failing to make satisfactory academic progress. (This needs to be read in conjunction with the Intervention Policy English Programs). This is in accordance with Standard 10 of the National Code of Practice for registration Authorities and Providers of Education and Training to Overseas Students 2007.
- (2) This policy applies to all courses offered by Western Sydney University, The College English Programs. These programs are non-award courses.
- (3) The aim of the policy is to determine the parameters for the reporting requirements and procedures for students failing to make progress as per the Intervention Policy English Program.

SECTION 2 - DEFINITIONS

- (4) For the purposes of this policy, the following definitions apply:
 - a. "International student/student" - refers to a student studying in Australia on a student visa and does not include a study tour participant or other students on a visitor or tourist visa.
 - b. "Coordinator/Teacher" - the Coordinator/Teacher of the course where the student at risk is studying.
 - c. "Head of Program/Director" - refers to the Head of Program of the English courses and Director refers to the Director of English Programs.
 - d. "Satisfactory Academic Progress" - as defined in the course outlines for each English level given to all international students.
 - e. "DIBP" - refers to the Department of Immigration and Border Protection.
 - f. "The University" - means the Western Sydney University and University of Western Sydney (UWS).
 - g. "The College" - means Western Sydney University, The College and UWSCollege.

SECTION 3 - POLICY STATEMENT

- (5) The College is committed to enhancing the learning experience of all international students and to this end will systematically monitor students' progress. It will be proactive in notifying and advising students who are at risk of failing to meet their academic progress requirements. It will implement, within sustainable margins and in line with financial and operational constraints, intervention strategies to provide support to all students as per The Intervention Policy for English Programs.
- (6) It is the policy of the English Programs that students at risk of failing to meet satisfactory academic progress requirements will be identified as early as possible in their studies through the implementation of the Intervention Policy English Programs.

SECTION 4 - PROCEDURES

- (7) English Program staff follow the Intervention Policy English Programs for all students once a student has been deemed at risk.
- (8) Students in English may fail a level of study twice before being considered for reporting for lack of progress. This is due to the fact that English or any language study is not a gradual or linear progression and it may take some students longer to grasp the language than others.
- (9) Students at risk who have been offered counselling, intervention and support classes, but fail a level of English study for the third time, are given a letter regarding their progress and asked to meet with the Head of Program to discuss reasons for their failure.

SECTION 5 - REPORTING FOR LACK OF PROGRESS

- (10) As soon as students have been identified as failing to make satisfactory progress with no misadventure and extenuating circumstances found, they will receive written notification from the Head of Program of intention to report to DIBP for failing to make satisfactory progress with their English studies.
- (11) The written notice will inform the students how and when appeals must be submitted if they wish to do so.

SECTION 6 - APPEAL AGAINST REPORTING FOR LACK OF PROGRESS

- (12) Students may appeal to the Director, English Programs in writing within the 20 day timeframe on grounds defined as misadventure and extenuating circumstances under the English Programs Special Consideration Policy.
- (13) The Director, English Programs, may determine that there are no valid grounds on which to uphold an appeal and therefore, the appeal will be dismissed and reporting to DIBP will continue. The Director may determine to uphold the appeal, if there are clear and significant grounds to do so and reporting will not proceed.
- (14) The students will receive a written response to the letter of appeal within two weeks.

SECTION 7 - GUIDELINES AND REFERENCES

Related Legislation/Policies/Procedures

- a. Education Services for Overseas Students (ESOS) Act
- b. National Code of Practice for registration Authorities and Providers of Education and Training to Overseas Students 2007
- c. Intervention Policy English Program
- d. English Programs Special Consideration Policy

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Summary of Changes from Previous Version